



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

Meeting Location  
Barbara Hall Meeting Room  
River Forest Public Library  
735 Lathrop Avenue

**Agenda**

1. Call to order
2. Roll call
3. Visitors and guests
4. Consent Agenda
  - a. Minutes of the Regular Board Meeting: February 18, 2025
  - b. February 2025 Revenue and Expense Reports
  - c. February 2025 Bill Payment List and Credit Card Charges
  - d. February 28, 2025 Fund Balances Report and Capital Reserve Fund
  - e. Policy update: Trustee Bylaws; Patrons IV – Computer Use & Internet Access; Staff IX – Computer Use & Internet Access
5. Patron Suggestions
6. Director's Report
7. President's Report
8. New business
  - a. Committees: (Report/Discussion/Action)
    - i. Facilities Committee
    - ii. Finance Committee
      - FY2024-25 Amended Operating and Capital budgets - vote
      - FY2025-26 Operating and Capital budgets – vote
      - FY2023-24 Excess revenues (\$247,490) capital reserve transfer – vote
      - FY2024-25 Budgeted (\$60,000) capital reserve transfer - vote
    - iii. Policy Committee
  - b. RFPL Foundation Liaison
  - c. Village of River Forest Collaboration Committee Liaison
  - d. Release of closed session minutes from April 16, 2024; May 21, 2024; June 18, 2024; and July 16, 2024 - vote
  - e. Approval of closed session minutes from October 15, 2024 and November 19, 2024 – vote
9. Old business
  - a. Replacement tables purchase for Barbara Hall Meeting Room – update
  - b. Second floor restoration proposal: ACR Restores (\$24,655.93) - vote
  - c. Phase two room renovation project - update
10. Adjournment

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

## **RIVER FOREST PUBLIC LIBRARY BOARD OF TRUSTEES**

### **Meeting Minutes: Regular Board Meeting: February 18, 2025 at 6:00 PM - DRAFT**

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

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

**Visitors and Guests:** none

**Visitor Comments:** n/a

#### **Consent Agenda:**

- a. Minutes of the Regular Board Meeting: January 21, 2025
- b. January 2025 Revenue and Expense Reports
- c. January 2025 Bill Payment List and Credit Card Charges
- d. January 31, 2025 Fund Balances Report and Capital Reserve Fund
- e. Policy update: Patrons VI – Meeting Rooms and Study Spaces

Trustee Long asked to remove item e from the Consent Agenda. Trustee Berens moved to approve Consent Agenda items a-d, and Trustee Carstens seconded the motion. Following a brief discussion, the motion passed on a roll call vote.

Roll Call Vote

Ayes: Berens, Carstens, Delano, Long, Ruggeri, Saddleton.

Trustee Long explained that the policy in the packet was missing changes that the Policy Committee voted to recommend the Board adopt. Trustee Ruggeri presented the recommended text replacing the 1<sup>st</sup> bullet point in section A. The revised policy was adopted unanimously by voice vote.

#### **Patron Suggestions:**

Director Compton reported no patron suggestions for the month.

#### **Director's Report:**

Director Compton shared that three patrons are taking advantage of home delivery service. There is an application on the Library's website for local artisans to take part in the Artisan Fair on April 5<sup>th</sup>. The Library has hired security.

## **President's Report:**

President Ruggeri shared a security update. The individual previously convicted of trespass remains in custody with hearings scheduled at the Maybrook courthouse.

## **New Business**

### **Committee Reports**

#### **Facilities Committee**

The Facilities Committee reported the Phase 2 Team had their kickoff meeting with Engberg Anderson (EA) on January 24th. Their next meeting will be February 20<sup>th</sup> to discuss design, goals, and schedules. Following the kickoff, the committee met to discuss other issues which will be addressed in the Old Business section of this meeting.

#### **Finance Committee**

The Finance Committee had a meeting on February 5<sup>th</sup> to discuss the amended Operating and Capital budgets for FY 24-25 and the draft Operating and Capital budgets for FY 25-26. They discussed the Capital Asset policy that Lauterbach & Amen recommended the Library adopt. The Policy Committee will review it at their April meeting.

Director Compton presented highlights from each budget:

FY 24-25 Amended Operating Budget: Amendments include the addition of a Security line with \$10,000 budgeted. The budgeted funds were moved from the Natural Gas expense line since gas bills have been lower due to the new air handler unit. A

FY 24-25 Amended Capital Budget: The \$150,000 Foundation grant for Phase Two of the room renovation project was moved to next fiscal year. \$14,500 was added to RFPL Foundation Grants (revenue) and Furniture (expense) for new tables in the Barbara Hall Meeting Room. \$35,000 was added to Building expenses for interior window repairs and restoration.

FY 25-26 Draft Operating Budget: Last year's budget had substantial increases in some expense lines, but actual spending is projected to be below the budgeted amounts, so some expense lines are flat next fiscal year to be more in line with actual spending. Property taxes were estimated using the standard formula taking 98% of the 2024 levy and increasing it by the CPI increase of 2.9%. The State of Illinois has advised that Replacement Taxes will be lower next year. Interest revenue is projected to be lower due to falling rates. Personnel expense increased by 5.4%, which accounts for adding security monitors, room for merit increases of 3-4.5%, technology reimbursement, and covering leaves of absence, vacation and sick time. The Connections revenue and expense lines were reduced after discussions with the Township.

FY 25-26 Draft Capital Budget: Foundation grant of \$150,000 was added to cover Phase Two of the room renovation project. Interest revenue is lower due to falling rates. The budget includes computer replacements, replacement of the sewage ejector pump, the skylight replacement, and funds for Phase Two of the room renovation project. Since the Library has not received payment requests for the remainder of the room renovation Phase One project, those expenditures have been moved to FY 25-26.

There was some discussion of the proposed budgets. Trustees will consider and vote on all four budgets at the March Regular Meeting.

### **Policy Committee**

The Policy Committee met on January 27th and revised the Meeting Room and Study Spaces policy which was approved earlier in this meeting. They agreed to ask the Finance Committee to do the initial review of the proposed Capital Asset policy. Director Compton presented an update of the Emergency Succession plan which addresses short-term and long-term absences and the permanent departure of the Library Director. The committee made some suggestions for improving the plan, and Director Compton took responsibility for the final draft. The Policy Committee will meet again in April.

### **RFPL Foundation Liaison**

Ann Berens replaced Jim Hopkinson as the RFPL Foundation Liaison following her election as Foundation President at the February 5<sup>th</sup> Annual Meeting. Tom Smedinghoff, Janet Hanley and Rachel Goldrick were elected as Outside Directors and other officers were also elected. The Foundation approved goals and the budget for fiscal year 2025. The Foundation approved an RFPL grant proposal to fund the purchase of new tables for the Barbara Hall Meeting Room.

### **Village of River Forest Collaboration Committee Liaison**

The Committee will meet next week.

### **Replacement tables purchase for Barbara Hall Meeting Room (up to \$14,500) – vote**

Office Space Inc. visited the Library to take measurements and talk to the staff about how the Barbara Hall Meeting Room is used. The staff liked the Enwork Zori tables, which cost \$9,588 for 12 tables plus delivery and installation.

Trustee Delano moved to approve an amount not to exceed \$14,500 to purchase 12 tables for the Barbara Hall Meeting Room. Trustee Carstens seconded the motion which passed on a roll call vote.

Roll Call Vote

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

**Second floor restoration proposals: ACR Restores (\$10,851.68) and Belfor (\$32,994.83) – discussion / vote**

Two companies that have previously done restoration work in the Library provided proposals for restoring eight upstairs windows which suffered water damage. There is a significant difference in cost between the two proposals because Belfor would install drywall while ACR would restore with plaster and there are differences in the scope of work in each proposal.

The proposal from Belfor includes asbestos testing and painting of the entire north and south walls. The Board would like ACR Restores to add asbestos testing and complete painting of the two restored walls to its proposal. Director Compton will get clarification on several questions including what ACR Restores means by “retrofitting” the windows. The Board will consider the proposals again at its March meeting.

**Old Business**

**Phase One Room Renovation Project- update**

Director Compton reported that Oak Brook Mechanical is waiting until the spring to finish the previously approved HVAC punch list items.

**Phase Two Room Renovation Project- update**

Director Compton has received the project schedule from EA. There is a meeting with them on February 20<sup>th</sup>.

**Adjournment**

The meeting was adjourned at 7:24 pm following a motion by Trustee Berens which was seconded by Trustee Saddleton. All approved, and President Ruggeri adjourned the meeting.

Respectfully submitted,  
Elan Long, Secretary



River Forest Public Library  
Fiscal Year: May 1, 2024-April 30, 2025  
Revenue Report: February-25

Account:	February-25	YTD	2024-2025	% of Budget
				83% as of 2/28/25
Property Taxes	\$ 236,336.76	\$ 1,010,512.42	\$ 1,615,000	62.57%
Connections Program Grant	\$ 4,200.36	\$ 4,200.36	\$ 5,000	84.01%
Replacement Taxes	\$ -	\$ 17,671.03	\$ 25,000	70.68%
Lost Books Reimbursed	\$ 307.50	\$ 3,635.09	\$ 3,500	103.86%
Copy Machine Revenue	\$ 247.96	\$ 2,575.60	\$ 3,200	80.49%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 3,254.99	\$ 33,118.37	\$ 24,500	135.18%
Grants from RFPL Foundation	\$ -	\$ 14,300.00	\$ 20,000	71.50%
Gifts - other	\$ 20.10	\$ 626.33	\$ 200	313.17%
IL Per Capita Grant	\$ -	\$ 17,451.13	\$ 17,300	100.87%
Grants, other	\$ 5,882.00	\$ 7,412.61	\$ 4,000	185.32%
Liebner Fund Endowment	\$ -	\$ -	\$ 4,500	0.00%
Misc Income	\$ -	\$ 6.70	\$ 500	1.34%
<b>Total:</b>	<b>\$ 250,249.67</b>	<b>\$ 1,111,509.64</b>	<b>\$ 1,722,700</b>	<b>64.52%</b>
<b>Income:</b>	<b>\$ 250,249.67</b>	<b>\$ 1,111,509.64</b>	<b>\$ 1,722,700</b>	<b>64.52%</b>
<b>Expense:</b>	<b>\$ 110,446.31</b>	<b>\$ 1,247,297.12</b>	<b>\$ 1,722,700</b>	<b>72.40%</b>

Prepared 3.13.25



River Forest Public Library

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

Expense Report: Feb-25

February-25

Fiscal YTD

Actual % Budget

83% as of 2/28/2025

24-25  
Budget

Expenses

Personnel

Wages & Salaries	\$ 66,443.83	\$ 689,042.16	78.75%	\$ 875,000
Medical Health Insurance Coverage	\$ 3,694.66	\$ 35,310.20	54.32%	\$ 65,000
IMRF	\$ 3,835.35	\$ 34,344.61	68.69%	\$ 50,000
Medicare/FICA	\$ 5,022.04	\$ 52,123.71	77.80%	\$ 67,000
Staff Recognition	\$ 479.17	\$ 1,457.48	24.29%	\$ 6,000
Membership Dues	\$ 225.00	\$ 1,485.00	29.70%	\$ 5,000
Staff Training & Development	\$ 70.95	\$ 2,563.39	19.72%	\$ 13,000
<b>Total Personnel</b>	<b>\$ 79,771.00</b>	<b>\$ 816,326.55</b>	<b>75.52%</b>	<b>\$ 1,081,000</b>

Advertising & Programming

Printing & Advertising

Newsletter	\$ -	\$ 4,534.00	57.39%	\$ 7,900
Advertising	\$ 282.37	\$ 3,372.72	56.21%	\$ 6,000
<b>Total Printing &amp; Advertising</b>	<b>\$ 282.37</b>	<b>\$ 7,906.72</b>	<b>56.88%</b>	<b>\$ 13,900</b>

Programming

Children's Programs	\$ 1,836.16	\$ 11,509.83	63.94%	\$ 18,000
Teen Programs	\$ 273.66	\$ 5,394.36	56.78%	\$ 9,500
Adult Programs	\$ 1,260.00	\$ 15,597.51	86.65%	\$ 18,000
Special Programs	\$ 50.00	\$ 4,738.46	67.69%	\$ 7,000
Connections Programs	\$ 242.68	\$ 1,562.06	31.24%	\$ 5,000
<b>Total Programs</b>	<b>\$ 3,662.50</b>	<b>\$ 38,802.22</b>	<b>67.48%</b>	<b>\$ 57,500</b>
<b>Total Advertising &amp; Programming</b>	<b>\$ 3,944.87</b>	<b>\$ 46,708.94</b>	<b>65.42%</b>	<b>\$ 71,400</b>

Support Services

ILL & RB Services	\$ -	\$ 713.88	59.49%	\$ 1,200
Technical Support (IT)	\$ 2,696.64	\$ 23,119.53	93.41%	\$ 24,750
Automation Administration	\$ 1,293.54	\$ 30,275.09	67.28%	\$ 45,000
Consultant Fees/Legal Fees	\$ -	\$ 2,502.50	41.71%	\$ 6,000

Postage & Delivery	\$	19.99	\$	3,575.48	95.35%	\$	3,750
Audit	\$	-	\$	9,800.00	89.09%	\$	11,000
Payroll & Employment Services	\$	981.50	\$	5,114.01	82.48%	\$	6,200
Youth Interventionist Contract	\$	-	\$	3,808.24	74.45%	\$	5,115
Telephone/Internet	\$	1,479.57	\$	10,901.99	99.11%	\$	11,000
Trustee Training & Memberships	\$	-	\$	-	0.00%	\$	1,000
Copy Machine Lease	\$	216.10	\$	1,974.80	63.70%	\$	3,100
Security	\$	-	\$	11,809.39	118.09%	\$	10,000
<b>Total Support Services</b>	<b>\$</b>	<b>6,687.34</b>	<b>\$</b>	<b>103,594.91</b>	<b>80.86%</b>	<b>\$</b>	<b>128,115</b>

## Materials & Supplies

### *Library Materials*

Books	\$	6,981.71	\$	68,393.80	82.90%	\$	82,500
Print Periodicals	\$	474.98	\$	7,344.70	104.92%	\$	7,000
Automated Subscriptions (databases)	\$	-	\$	10,969.00	68.56%	\$	16,000
Digital Content (ebooks, movies, music)	\$	5,913.94	\$	68,142.19	78.78%	\$	86,500
AV & Other Nonprint Materials	\$	851.35	\$	12,157.54	75.98%	\$	16,000
<b>Total Library Materials</b>	<b>\$</b>	<b>14,221.98</b>	<b>\$</b>	<b>167,007.23</b>	<b>80.29%</b>	<b>\$</b>	<b>208,000</b>

### *Library & Office Supplies*

Office Supplies	\$	173.19	\$	2,934.68	63.80%	\$	4,600
Library Supplies	\$	797.64	\$	4,151.34	70.36%	\$	5,900
Copy & Printing Supplies	\$	54.99	\$	1,344.21	51.70%	\$	2,600
Misc Expenses	\$	419.30	\$	1,362.86	56.79%	\$	2,400
<b>Total Library &amp; Office Supplies</b>	<b>\$</b>	<b>1,445.12</b>	<b>\$</b>	<b>9,793.09</b>	<b>63.18%</b>	<b>\$</b>	<b>15,500</b>
<b>Total Materials &amp; Supplies</b>	<b>\$</b>	<b>15,667.10</b>	<b>\$</b>	<b>176,800.32</b>	<b>79.11%</b>	<b>\$</b>	<b>223,500</b>

## Strategic Initiatives

<b>Strategic Initiatives</b>	<b>\$</b>	<b>13.58</b>	<b>\$</b>	<b>3,378.09</b>	<b>22.52%</b>	<b>\$</b>	<b>15,000</b>
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## Facilities Management

### *Facility Supplies*

<b>Building Materials &amp; Supplies</b>	<b>\$</b>	<b>399.15</b>	<b>\$</b>	<b>4,524.88</b>	<b>75.41%</b>	<b>\$</b>	<b>6,000</b>
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### *Facility Services*

Insurance	\$	-	\$	19,711.86	87.61%	\$	22,500
Maintenance & Custodial Service	\$	3,467.85	\$	64,606.94	76.01%	\$	85,000
Water	\$	378.10	\$	1,922.88	64.10%	\$	3,000
Natural Gas	\$	-	\$	6,730.36	28.04%	\$	24,000



Copier Maintenance & Usage		\$ 104.36	\$ 1,382.02	51.47%	\$ 2,685
<b>Total Facility Services</b>		<b>\$ 3,950.31</b>	<b>\$ 94,354.06</b>	<b>68.78%</b>	<b>\$ 137,185</b>

*Furniture & Technology*

Furniture		\$ -	\$ 24.99	0.42%	\$ 6,000
Technology Misc.		\$ 12.96	\$ 1,584.38	35.21%	\$ 4,500
<b>Total Furniture &amp; Technology</b>		<b>\$ 12.96</b>	<b>\$ 1,609.37</b>	<b>15.33%</b>	<b>\$ 10,500</b>
<b>Total Facilities Management</b>		<b>\$ 4,362.42</b>	<b>\$ 100,488.31</b>	<b>65.39%</b>	<b>\$ 153,685</b>

Totals

<b>Total Operating Expenses</b>		<b>\$ 110,446.31</b>	<b>\$ 1,247,297.12</b>	<b>74.57%</b>	<b>\$ 1,672,700</b>
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<b>Capital Improvement Reserve Fund</b>		<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 50,000</b>
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<b>Total Expenses</b>		<b>\$ 110,446.31</b>	<b>\$ 1,247,297.12</b>	<b>72.40%</b>	<b>\$ 1,722,700</b>
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<b>Total Income</b>		<b>\$250,249.67</b>	<b>\$1,111,509.64</b>	<b>64.52%</b>	<b>\$ 1,722,700</b>
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Prepared 3.13.25

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

AMAZON	Date	Transaction Type	Memo/Description	Amount
	02/13/2025	Bill Payment (Check)		-954.87
	02/06/2025	Bill	MISC. SUPPLIES & WINTER READING PRIZES	110.26
	02/12/2025	Bill	MIDDLE SCHOOL MAKER SUPPLIES	171.10
	02/11/2025	Bill	JUICE BOXES, SUPER GLUE	24.98
	02/11/2025	Bill	SEW A SLOTH KIT SUPPLIES	65.97
	02/10/2025	Bill	WINTER READING PRIZES	81.90
	01/28/2025	Bill	VIDEO GAMES	236.91
	02/07/2025	Vendor Credit	DESK ORGANIZER INVOICE #1RCG-VD11-WDKC	-11.59
	01/28/2025	Bill	HOTSPOT CHARGER	12.96
	02/01/2025	Bill	BOOK	10.72
	02/01/2025	Bill	WAGON	69.99
	02/04/2025	Bill	SEED LIBRARY SUPPLIES	16.97
	02/05/2025	Bill	BOOKS	146.70
	02/06/2025	Bill	TAKE & MAKE SUPPLIES	18.00
	02/28/2025	Bill Payment (Check)		-1,258.43
	02/12/2025	Bill	SRP SQUISHMALLOWS	501.43
	02/26/2025	Bill	BOOKS	38.23
	02/26/2025	Bill	HEADPHONE ADAPTERS FOR IPADS	13.58

02/26/2025	Bill	REFILL FOR GUESSTIMATION JAR	31.98
02/22/2025	Bill	POWER CORD	10.98
02/22/2025	Bill	BIN FOR STICKERS	14.99
02/20/2025	Bill	CEREAL BARS/STUFFED ANIMAL SLEEPOVER	22.74
02/19/2025	Bill	COLORING BOOKS	31.96
02/18/2025	Bill	BUNGEE CORD FOR BOOK DROP CART	9.99
02/18/2025	Bill	MOUSEPADS FOR PUBLIC COMPUTERS	17.59
02/18/2025	Bill	SRP PRIZES	89.97
02/17/2025	Bill	SRP PRIZES	466.00
02/15/2025	Bill	BOOK	8.99

**ANDERSON  
ELEVATOR  
COMPANY**

02/13/2025	Bill Payment (Check)		-217.00
02/01/2025	Bill	FEBRUARY '25 ELEVATOR MAINTENANCE	217.00

**BAKER & TAYLOR  
C0260133**

02/13/2025	Bill Payment (Check)		-44.78
01/21/2025	Bill	BOOKS	44.78

**BUCKY HALKER**

02/28/2025	Bill Payment (Check)		-550.00
02/21/2025	Bill	THIS LAND IS YOUR LAND: THE FOLKSONGS OF WILLIE GUTHRIE 3/23/25	550.00

**CHICAGO  
TRIBUNE**

02/13/2025	Bill Payment (Check)		-409.99
01/14/2025	Bill	12 WK CHICAGO TRIBUNE SUBSCRIPTION	409.99

**Cintas Fire  
Protection**

02/13/2025	Bill Payment (Check)		-387.35
02/04/2025	Bill	FIRE EXTINGUISHER INSPECTION	387.35
02/28/2025	Bill Payment (Check)		-108.00
12/31/2024	Bill	AED SUBSCRIPTION	108.00

**Comcast  
BUSINESS**

02/13/2025	Bill Payment (Check)		-774.17
01/27/2025	Bill	Internet Bill- Dec / Feb	774.17

**COMCAST  
BUSINESS  
(VoiceEdge\*)**

02/28/2025	Bill Payment (Check)		-705.40
02/03/2025	Bill	PHONE BILL FEB '25	705.40

**DEMCO, INC.**

02/13/2025	Bill Payment (Check)		-101.64
01/29/2025	Bill	TECH SERVICES MATERIALS	101.64

**ELAN FINANCIAL  
SERVICES**

02/28/2025	Bill Payment (Check)		-2,521.95
02/13/2025	Bill	CREDIT CARD STATEMENT FEB 2025	2,521.95

## ELLIEPRESENTS

02/28/2025	Bill Payment (Check)		-275.00
02/21/2025	Bill	WOMEN'S HISTORY HINDSIGHT: THE STRUGGLE FOR SUFFRAGE 3/9/25	275.00

## Engberg-Anderson, Inc.

02/13/2025	Bill Payment (Check)		-3,192.90
01/31/2025	Bill	CAPITAL EXPENSE- SCHEMATIC DESIGN PROGRESS BILLING, PHASE TWO	3,192.90

## Hoopla

02/13/2025	Bill Payment (Check)		-3,131.31
01/31/2025	Bill	JANUARY HOOPLA CHECKOUTS	3,131.31

## HOY LANDSCAPING

02/28/2025	Bill Payment (Check)		-38.00
02/07/2025	Bill	SNOW REMOVAL	38.00

## ILLINOIS LIBRARY ASSOCIATION

02/13/2025	Bill Payment (Check)		-225.00
01/09/2025	Bill	ILA INSTITUTIONAL MEMBERSHIP	225.00

**Ingram Library  
Services**

02/13/2025	Bill Payment (Check)		-1,897.17
01/29/2025	Bill	BOOK	36.64
01/29/2025	Bill	BOOKS	42.04
01/29/2025	Bill	BOOK	15.20
01/29/2025	Bill	BOOKS	36.87
01/29/2025	Bill	BOOK	15.94
01/29/2025	Bill	BOOK	11.25
01/29/2025	Bill	BOOK	12.46
01/29/2025	Bill	BOOK	13.21
01/29/2025	Bill	BOOKS	39.96
01/30/2025	Bill	BOOK	30.08
01/30/2025	Bill	BOOK	18.91
01/30/2025	Bill	BOOK	8.39
01/30/2025	Bill	BOOKS	116.66
01/30/2025	Bill	BOOK	18.03
01/30/2025	Bill	BOOK	17.46
01/30/2025	Bill	BOOK	18.03
01/30/2025	Bill	BOOK	16.36
01/30/2025	Bill	BOOK	15.71
01/30/2025	Bill	BOOKS	36.63

01/30/2025	Bill	BOOK	10.74
01/30/2025	Bill	BOOKS	37.19
01/30/2025	Bill	BOOKS	91.14
02/03/2025	Bill	BOOK	13.52
02/03/2025	Bill	BOOKS	59.35
02/03/2025	Bill	BOOK	16.34
02/03/2025	Bill	BOOKS	221.13
02/03/2025	Bill	BOOK	17.11
02/03/2025	Bill	BOOKS	33.39
02/03/2025	Bill	BOOK	17.05
02/03/2025	Bill	BOOK	13.52
02/04/2025	Bill	BOOK	21.60
01/26/2025	Bill	BOOK	17.21
02/04/2025	Bill	BOOK	9.89
02/04/2025	Bill	BOOK	11.81
02/04/2025	Bill	BOOK	15.78
02/04/2025	Bill	BOOK	13.51
02/04/2025	Bill	BOOK	23.12
02/04/2025	Bill	BOOK	12.05
02/04/2025	Bill	BOOK	17.28
02/04/2025	Bill	BOOKS	55.55

02/04/2025	Bill	BOOKS	36.57
02/04/2025	Bill	BOOK	17.89
02/04/2025	Bill	BOOKS	22.32
02/04/2025	Bill	BOOKS	24.89
01/28/2025	Bill	BOOK	22.73
01/28/2025	Bill	BOOK	13.52
01/28/2025	Bill	BOOKS	101.73
01/28/2025	Bill	BOOKS	148.14
01/28/2025	Bill	BOOK	12.38
01/28/2025	Bill	BOOK	11.06
01/28/2025	Bill	BOOK	16.14
01/29/2025	Bill	BOOKS	40.82
01/29/2025	Bill	BOOK	18.59
01/29/2025	Bill	BOOKS	72.41
01/29/2025	Bill	BOOK	18.31
01/29/2025	Bill	BOOKS	36.64
01/29/2025	Bill	BOOK	18.04
01/29/2025	Bill	BOOK	16.88
02/28/2025	Bill Payment (Check)		-4,835.12
02/21/2025	Bill	BOOK	15.71
02/21/2025	Bill	BOOK	15.06



02/21/2025	Bill	BOOKS	42.58
02/21/2025	Bill	BOOKS	65.79
02/21/2025	Bill	BOOKS	24.89
02/21/2025	Bill	BOOK	21.04
02/21/2025	Bill	BOOK	11.39
02/21/2025	Bill	BOOKS	19.78
02/21/2025	Bill	BOOK	12.38
02/21/2025	Bill	BOOKS	40.85
02/21/2025	Bill	BOOK	12.38
02/21/2025	Bill	BOOKS	63.72
02/21/2025	Bill	BOOKS	85.33
02/21/2025	Bill	BOOK	11.62
02/24/2025	Bill	BOOK	30.75
02/24/2025	Bill	BOOKS	38.70
02/24/2025	Bill	BOOK	11.39
02/24/2025	Bill	BOOK	12.89
02/24/2025	Bill	BOOK	12.89
02/24/2025	Bill	BOOK	17.47
02/24/2025	Bill	BOOK	17.61
02/24/2025	Bill	BOOK	11.39
02/24/2025	Bill	BOOKS	22.12

02/24/2025	Bill	BOOK	16.15
02/25/2025	Bill	BOOKS	53.12
02/25/2025	Bill	BOOK	30.45
02/25/2025	Bill	BOOK	18.31
02/25/2025	Bill	BOOKS	36.06
02/25/2025	Bill	BOOK	18.03
02/25/2025	Bill	BOOKS	23.86
02/25/2025	Bill	BOOK	9.88
02/26/2025	Bill	BOOKS	41.71
02/26/2025	Bill	BOOK	7.96
01/16/2025	Bill	BOOKS	92.75
01/16/2025	Bill	BOOKS	31.59
02/05/2025	Bill	BOOK	21.59
02/05/2025	Bill	BOOK	18.60
02/05/2025	Bill	BOOKS	55.79
02/05/2025	Bill	BOOK	17.44
02/05/2025	Bill	BOOK	17.28
02/05/2025	Bill	BOOK	12.94
02/05/2025	Bill	BOOK	12.94
02/05/2025	Bill	BOOK	12.38
02/05/2025	Bill	BOOK	12.38

02/05/2025	Bill	BOOK	15.94
02/05/2025	Bill	BOOK	10.09
02/05/2025	Bill	BOOKS	323.19
02/06/2025	Bill	BOOK	21.59
02/06/2025	Bill	BOOK	18.60
02/06/2025	Bill	BOOKS	72.13
02/06/2025	Bill	BOOK	16.48
02/06/2025	Bill	BOOKS	24.09
02/06/2025	Bill	BOOK	12.47
02/06/2025	Bill	BOOKS	27.41
02/06/2025	Bill	BOOKS	64.62
02/06/2025	Bill	BOOK	7.96
02/07/2025	Bill	BOOKS	63.33
02/07/2025	Bill	BOOKS	16.78
02/07/2025	Bill	BOOK	8.71
02/07/2025	Bill	BOOKS	35.51
02/07/2025	Bill	BOOKS	70.03
02/07/2025	Bill	BOOKS	18.48
02/10/2025	Bill	BOOK	34.60
02/10/2025	Bill	BOOK	15.91
02/10/2025	Bill	BOOKS	36.04

02/10/2025	Bill	BOOKS	42.72
02/10/2025	Bill	BOOK	33.94
02/10/2025	Bill	BOOKS	49.21
02/10/2025	Bill	BOOK	14.09
02/10/2025	Bill	BOOKS	57.30
02/10/2025	Bill	BOOK	21.04
02/10/2025	Bill	BOOKS	35.53
02/10/2025	Bill	BOOK	18.01
02/10/2025	Bill	BOOKS	111.86
02/10/2025	Bill	BOOK	12.59
02/12/2025	Bill	BOOK	11.06
02/12/2025	Bill	BOOKS	82.85
02/12/2025	Bill	BOOK	11.06
02/12/2025	Bill	BOOK	9.36
02/12/2025	Bill	BOOKS	16.76
02/12/2025	Bill	BOOKS	41.98
02/12/2025	Bill	BOOKS	34.51
02/12/2025	Bill	BOOK	11.62
02/12/2025	Bill	BOOKS	22.12
02/12/2025	Bill	BOOK	16.71
02/12/2025	Bill	BOOKS	59.91

02/12/2025	Bill	BOOKS	371.68
02/12/2025	Bill	BOOK	7.07
02/13/2025	Bill	BOOK	21.60
02/13/2025	Bill	BOOKS	55.23
02/13/2025	Bill	BOOK	12.38
02/13/2025	Bill	BOOKS	23.62
02/13/2025	Bill	BOOKS	114.87
02/13/2025	Bill	BOOKS	176.40
02/13/2025	Bill	BOOK	21.14
02/13/2025	Bill	BOOKS	62.37
02/13/2025	Bill	BOOKS	25.88
02/13/2025	Bill	BOOK	12.38
02/13/2025	Bill	BOOKS	114.03
02/13/2025	Bill	BOOKS	75.00
02/13/2025	Bill	BOOKS	24.92
02/13/2025	Bill	BOOKS	61.14
02/14/2025	Bill	BOOK	21.60
02/14/2025	Bill	BOOKS	330.32
02/14/2025	Bill	BOOK	16.48
02/14/2025	Bill	BOOK	13.51
02/21/2025	Bill	BOOK	21.03

02/21/2025	Bill	BOOK	19.73
02/21/2025	Bill	BOOKS	32.19
02/21/2025	Bill	BOOK	8.39
02/21/2025	Bill	BOOK	11.81
02/21/2025	Bill	BOOKS	27.34
02/21/2025	Bill	BOOKS	70.44
02/21/2025	Bill	BOOK	16.88
02/21/2025	Bill	BOOK	19.51
02/21/2025	Bill	BOOKS	73.27
02/21/2025	Bill	BOOKS	88.18
02/21/2025	Bill	BOOKS	77.60

### Kanopy

02/13/2025	Bill Payment (Check)		-359.55
01/31/2025	Bill	JANUARY KANOPY CHECKOUTS	359.55

### Konica Business Solutions

02/28/2025	Bill Payment (Check)		-104.36
02/02/2025	Bill	FEBRUARY COPY MAINTENANCE	10.46
02/01/2025	Bill	JANUARY COPY USAGE	93.90

### Konica Premier

02/13/2025	Bill Payment (Check)		-216.10
01/24/2025	Bill	COPIER LEASE	216.10

**MIDWEST TAPE**

02/13/2025	Bill Payment (Check)		-205.56
01/29/2025	Bill	DVD	21.43
01/29/2025	Bill	DVDS	146.20
01/29/2025	Bill	BLU-RAY	37.93
02/28/2025	Bill Payment (Check)		-65.91
02/19/2025	Bill	AUDIOBOOK CD	42.98
02/12/2025	Bill	DVD	22.93

**Oak Brook  
Mechanical  
Services, Inc.**

02/28/2025	Bill Payment (Check)		-2,717.50
02/19/2025	Bill	ICE MELT SYSTEM REPAIR	797.50
02/19/2025	Bill	SERVICE	1,920.00

**OUTSOURCE  
SOLUTIONS  
GROUP, INC.**

02/13/2025	Bill Payment (Check)		-7,567.16
02/11/2025	Bill	CAPITAL* 6 REPLACEMENT STAFF & OPAC COMPUTERS	7,567.16
02/28/2025	Bill Payment (Check)		-3,811.18
02/15/2025	Bill	OFFICE 365 LICENSES FEBRUARY TECH SUPPORT ANNUAL SERVICE FOR	2,711.18
02/19/2025	Bill	SWITCHES	389.60
02/20/2025	Bill	ANNUAL FIREWALL RENEWAL	710.40

## OverDrive

02/13/2025	Bill Payment (Check)		-543.77
01/28/2025	Bill	3 EBOOKS, 1 AUDIOBOOK	172.49
02/04/2025	Bill	8 EBOOKS, 1 AUDIOBOOK	296.28
02/10/2025	Bill	1 EBOOK	75.00
02/28/2025	Bill Payment (Check)		-1,759.31
02/18/2025	Bill	4 EBOOKS, 1 AUDIOBOOK	178.99
02/25/2025	Bill	3 EBOOKS	137.50
02/11/2025	Bill	6 EBOOKS, 2 AUDIOBOOKS	430.00
02/13/2025	Bill	1 EBOOK	65.00
02/14/2025	Bill	19 EBOOKS, 6 AUDIOBOOKS	947.82

## PeopleFacts

02/13/2025	Bill Payment (Check)		-292.20
02/01/2025	Bill	3 BACKGROUND CHECKS	292.20

## PLAYAWAY

02/13/2025	Bill Payment (Check)		-56.99
02/06/2025	Bill	WONDERBOOK	56.99

## Rhonda Fentry

02/13/2025	Bill Payment (Check)		-75.00
02/08/2025	Bill	2/8/25 SOUNDBATH MEDITATION	75.00
02/28/2025	Bill Payment (Check)		-60.00
02/21/2025	Bill	GENTLE YOGA 3/8/25	60.00



**Staples**

02/13/2025	Bill Payment (Check)		-648.34
01/25/2025	Bill	PAPER, LABELS, MISC. PAPER AND CLEANING SUPPLIES, MISC. OFFICE SUPPLIES	648.34

**THE LIBRARY  
STORE**

02/13/2025	Bill Payment (Check)		-227.21
02/05/2025	Bill	ACRYLIC SIGNAGE AND BOOK TAPE	227.21

**VALERIE GUGALA**

02/28/2025	Bill Payment (Check)		-300.00
02/21/2025	Bill	MARY TODD LINCOLN PRESENTER FEE	300.00

**VILLAGE OF RIVER  
FOREST**

02/13/2025	Bill Payment (Check)		-378.10
12/31/2024	Bill	WATER BILL NOV&DEC '24	378.10
02/13/2025	Bill Payment (Check)		-4,310.62
02/06/2025	Bill	January 2025 Health Insurance	4,310.62
02/13/2025	Bill Payment (Check)		-6,791.43
02/13/2025	Bill	January IMRF	6,791.43

Wednesday, Mar 12, 2025 01:40:50 PM GMT-7

**Byline Credit Card February 2025 Ending Balance: \$1134.16**

Date	Payee	Memo	Charge	Payment	Type	Account
02/28/2025	4IMPRINT	BRANDED PLASTIC BAGS/HOME DELIVERY & GENERAL USAGE	237.37		Expense	Marketing:Advertisement
02/27/2025	FLOWERS FOR DREAMS	STAFF CONDOLENCE FLOWERS	72.64		Expense	Personnel:Staff Recognition (InService) Library and Office Expenses:Library
02/26/2025	ULINE	FLOOR STANDING SIGN FOR 2ND FLOOR	172.25		Expense	Supplies
02/26/2025	MAILCHIMP	MAILCHIMP MONTHLY SUBSCRIPTION	45.00		Expense	Marketing:Advertisement
02/25/2025	CHARGER BACK LOST & FOUND SOLUTION	RETURN SHIPPING OF LOST KINDLE FROM UNITED AIRLINES	26.82		Expense	Library and Office Expenses:Misc. Expenses
02/24/2025	IPARKIT	PARKING FOR MERCHANDISE MART VISIT	15.00		Expense	Personnel:Staff Training and Development Children's Expenses:Programs -
02/24/2025	ANDERTOONS, LLC.	CARTOONING CLASS PROGRAM	350.00		Expense	Children's Support
02/23/2025	Stamps.com	MONTHLY STAMPS.COM FEE	19.99		Expense	Services:Postage Teen Expenses:Programs-
02/20/2025	Target	CHOPSTICKS FOR RAMEN PROGRAM	33.15		Expense	Teen Teen Expenses:Programs-
02/20/2025	Jewel Foods	RAMEN & TOPPINGS	96.95		Expense	Teen Adult Expenses:Periodicals -
02/18/2025	WALL STREET JOURNAL ELAN	WSJ MONTHLY CHARGE	64.99		Expense	Adult
02/13/2025	FINANCIAL SERVICES	CREDIT CARD STATEMENT FEB 2025		2,521.95	Bill	2000 Accounts Payable Support Services:Automation - Administration (SWAN, website, etc)
02/13/2025	Corel	COREL DRAW SUBSCRIPTION	179.00		Expense	Teen Expenses:Programs-
02/13/2025	MICHAELS	CRAFT PAPER FOR DOOR DECOR	17.29		Expense	Teen

02/13/2025	MobileBeacon	1 YR HOTSPOT SERVICE	120.00	Expense	Online e-Content:Other Online eContent
02/12/2025	showclix	C2F2 TICKET MAILING	5.95	Expense	Personnel:Staff Training and Development Teen
02/11/2025	Hobby Lobby	CRAFT PAPER FOR DECOR	14.26	Expense	Expenses:Programs- Teen Children's
02/10/2025	Oriental Trading	THREADING CRAFTS	71.92	Expense	Expenses:Programs - Children's
02/08/2025	American Girl	AMERICAN GIRL DOLL KIT SUPPLIES	285.98	Expense	Children's Expenses:Non- Print Children's
02/08/2025	KONA ICE	ICE DEPOSIT FOR SUMMER READING KICK-OFF REFRESHMENTS	50.00	Expense	Special Programs
02/07/2025	Penny's Noodle Shop	STAFF LUNCH	330.00	Expense	Personnel:Staff Recognition (InService)
02/06/2025	Target	IN-SERVICE FOOD & DRINK	76.53	Expense	Personnel:Staff Recognition (InService)
02/06/2025	Collaborative Summer Library Program	CLSP MEMBERSHIP/SUMMER READING MANUAL	39.95	Expense	Teen Expenses:Programs- Teen Special Programs:Connections
02/04/2025	Mariano's	MAKERS SUPPLIES	5.61	Expense	Programs Teen
02/04/2025	Joann Fabrics	FLEECE FOR TAKE & MAKE	22.10	Expense	Expenses:Programs- Teen
02/03/2025	Vista Print	BUSINESS CARDS/NEW LOGO	231.59	Expense	Library and Office Expenses:Library Supplies
02/03/2025	HR Source	AI IN HR WORKSHOP	50.00	Expense	Personnel:Staff Training and Development

# River Forest Public Library

## Fund Balances

As of February 28th, 2025

Prepared 3.13.25

2/28/2025

### CHECKING/SAVINGS - OPERATIONS FUND

#### Operations Current

#### Interest Rate

ICS Operations	0.50%	451,895.94
Byline Operations	0.40%	49,755.22
CIBC Operations	0.00%	-
Petty Cash		40.00

TOTAL OPERATIONS CHECKING/SAVINGS 501,691.16

#### Maturity Date

#### CDARS Reserves

#### Interest Rate

3/27/2025	OP CD 3 MONTHS- CIBC	3.25%	101,235.44
3/27/2025	OP CD 3 MONTHS- CIBC	3.25%	103,126.76
7/3/2025	OP CD 6 MONTHS- CIBC	3.75%	52,945.16
7/17/2025	OP CD 1 YEAR- CIBC	4.20%	102,014.43
7/24/2025	OP CD 1 YEAR- CIBC	4.20%	51,385.19
7/24/2025	OP CD 1 YEAR- CIBC	4.20%	51,385.19
8/14/2025	OP CD 6 MONTHS- CIBC	3.75%	52,086.63
8/21/2025	OP CD 6 MONTHS- CIBC	3.75%	102,065.31
11/28/2025	OP CD 1 YEAR- CIBC	3.50%	56,305.96

TOTAL CDARS Reserves Operations 672,550.07

### TOTAL OPERATIONS FUND

**1,174,241.23**

### CHECKING/SAVINGS - CAPITAL ACCOUNT

#### Interest Rate

ICS Capital	0.50%	125,802.42
Byline Capital	0.40%	6,809.16

TOTAL CAPITAL CHECKING/SAVINGS 132,611.58

#### Maturity Date

#### CDARS Reserves

#### Interest Rate

3/27/2025	OP CD 3 MONTHS- CIBC	3.25%	229,154.83
4/10/2025	OP CD 3 MONTHS- CIBC	3.25%	51,800.25
4/10/2025	OP CD 3 MONTHS- CIBC	3.25%	51,800.25
4/10/2025	OP CD 3 MONTHS- CIBC	3.25%	51,800.25
8/7/2025	OP CD 6 MONTHS- CIBC	3.75%	51,917.60
8/14/2025	OP CD 6 MONTHS- CIBC	3.75%	259,359.13

TOTAL CDARS Reserves Capital 695,832.31

### TOTAL CAPITAL FUND

**828,443.89**

### TOTAL OPERATIONS/CAPITAL FUNDS

**2,002,685.12**



**River Forest Public Library -Capital Reserve Fund**

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

**Feb-25**

**Capital Reserve Account Balances**

ICS Capital Reserve		\$	125,802.42 *
Byline Capital Checking		\$	6,809.16
<b>Total Capital Reserve Checking / Savings</b>		<b>\$</b>	<b>132,611.58</b>

<b>Total Capital CDARS Reserve</b>		<b>\$</b>	<b>695,832.31</b>
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<b>Total Capital Reserve Fund</b>		<b>\$</b>	<b>828,443.89</b>
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**Revenues**

Matured CDAR	2/6/2025	\$	51,887.60
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**Expenses**

Franzen Plumbing- new staff toilets	2/7/2025	\$	1,938.00
Outsource Solutions Group- six replacement computers	2/19/2025	\$	7,567.16
Engberg Anderson- schematic design progress billing	2/20/2025	\$	3,192.90

**Transfers**

To Operating for book drop installation	2/18/2025	\$	699.59
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**Income**

Interest- Checking / ICS	2/28/2025	\$	49.28
Interest- CDARS	2/28/2025	\$	2,327.63

Prepared: 3.13.25

\*Includes \$50,000 Live and Learn Grant

# BYLAWS OF THE RIVER FOREST PUBLIC LIBRARY

## BOARD OF TRUSTEES

### ARTICLE ONE

#### Bylaws

These Bylaws shall constitute the Bylaws of the Board of Trustees of the River Forest Public Library ("Board") and shall nullify and take the place of all other Bylaws of said Board. Wherever these Bylaws shall be inconsistent with the latest Illinois Compiled Statutes, said Statutes and not these Bylaws shall govern.

### ARTICLE TWO

#### Board of Trustees

The Board shall consist of seven members elected on a staggered basis every two years, serving for a term of four years. The term of each member of the Board shall commence after being sworn in at the first annual meeting subsequent to the election. Their term shall continue until their successor is sworn in, unless state law shall hereafter otherwise provide.

Any vacancies occurring in the membership of the Board other than by expiration of the term for which the Trustee has been elected shall be filled per the Illinois Local Library Act 75ILCS 5/4-4.

#### Responsibilities:

Steward the fiscal resources; hire and evaluate the Director; create policy.

### ARTICLE THREE

#### Fiscal Year

The fiscal year of the [libraryLibrary](#) shall be the same as the fiscal year of the Village of River Forest, Illinois. (May 1<sup>st</sup> through April 30<sup>th</sup>).

## ARTICLE FOUR

### Meetings

All meetings of the Board shall be open to the public and be conducted in accordance with Illinois Statutes. The Board will meet at least ten times a year.

The regular meetings of the Board shall be held in the ~~library~~Library on the third Tuesday of each month or on such other day of the month as designated by the Board at its discretion. Trustees are expected to prepare for and attend all regular meetings.

### Notices of Meetings

Within ten days after the beginning of each calendar year, the Library Director shall give public notice of the schedule of regular meetings of the Board for the ensuing calendar year, stating the regular dates, times and places of such meetings, by posting a copy of the notice in a conspicuous place in the Library and on the Library website.

Whenever any regular meeting of the Board is rescheduled, public notice of such rescheduled regular meeting shall be given at least 48 hours before such meeting by posting public notice in a conspicuous place in the Library and on the Library website. Such public notice of a reconvened meeting need not be given when the announcement of the time and place of the reconvened meeting has been made at the original meeting and there has been no change in the agenda for such meeting.

~~An annual letter shall be sent to the local media informing them of the schedule of monthly meetings.~~

The Annual Meeting shall be held at the time of the regular May meeting at which officers shall be elected to a term of two years. Standing committees, if any, will be named and appointed by the President.

Special meetings may be called at the request of the President or any two Trustees. Notice of the meeting and its purpose shall be given at least 48 hours in advance by posting public notice in a conspicuous place in the Library and on the Library website.

In the absence of the President the meeting shall be presided over by the Vice-President. The Secretary shall preside in the absence of both the President and the Vice-President. In the event that the President, Vice-President and Secretary are absent from a meeting, the members present shall elect President a pro tem from among themselves to conduct that meeting only.

### Order of Business

The order of business at all regular meetings of the Board is generally as follows:

Call to Order

Roll Call

Visitors and Guests

Consent Agenda, including but not limited to Minutes and Financial ~~Report~~[Reports](#)  
~~Communications~~[Patron Suggestions](#)

Director's Report

[President's Report](#)

~~Old Business~~ New Business

~~Old Business~~[Executive](#)

[Closed](#) Session

Adjournment

Quorum

Four Trustees shall constitute a quorum at all meetings of the Board.

Participation by Electronic Means

As permitted by 5 ILCS 120/7, if a quorum is physically present, a Trustee may attend the meeting, and vote, by electronic means (video or audio conference), provided the following is true: (a) a majority of ~~those physically present~~[the Board](#) vote to allow a Trustee to attend by electronic means; (b) the Trustee is unable to physically attend the meeting due to: i) [personal](#) illness or disability; ii) employment purposes or Library business; or iii) a family or other emergency [or; iv\) unexpected childcare obligations](#); and (c) the Trustee has notified the Secretary before the meeting unless notice is impractical.

Procedure

Robert's Rules of Order shall govern the deliberations of the Board except when such rules are in conflict with any of the rules provided herein. The rules of order other than such rules as may be prescribed by statute may be suspended at any time by the consent of ~~a majority~~[two-thirds](#) of the Trustees present at any meeting.

## ARTICLE FIVE

Officers

The officers of the Board shall be a President, a Vice-President, a Secretary and a Treasurer.

Each officer shall be elected at the Annual Meeting by a majority vote of the Trustees present. Each term of office shall be for two years or until a successor has been elected and qualified.

President: The President shall supervise the affairs of the Board. They shall preside at



all meetings of the Board and shall appoint such committees as may be necessary to carry out the purposes of the Board. The President shall be an ex officio member of all committees so appointed.

Vice-President: In the absence of the President the Vice-President shall assume all duties of the President.

Secretary: The Secretary shall keep minutes of all Board meetings, record attendance, and record a roll call on votes (except when a ballot vote is taken). The Secretary shall perform all other clerical duties as may be assigned by the Board.

Treasurer: The Treasurer shall review and recommend for approval by the Board all payment vouchers for purchases of books, payroll expenditures, and other expenses for the [libraryLibrary](#). The Treasurer shall be authorized to sign checks. In the absence of the Treasurer, or inability to serve, the President, Vice-President or Secretary may perform the duties of the Treasurer and may sign checks.

## ARTICLE SIX

### Appointments

The President shall appoint such committees as they deem necessary to formulate policy and efficiently carry out the financial, operational and other responsibilities of the Board.

The President may appoint members of the Board to act as liaisons between the [libraryLibrary](#) and other institutions in the community.

## ARTICLE SEVEN

Financial support may be provided to Trustees for membership dues in library associations and expenses for attendance at appropriate meetings, conferences, and workshops (including mileage, etc.). Newly elected Trustees will participate in Trustee orientation within [one yearthree months of assuming office](#).

## ARTICLE EIGHT

Trustees, officers, employees and agents of the Library and its partners shall be indemnified as set forth, and to the extent permitted, in a policy adopted by the Board.

## ARTICLE NINE

### The Library Director

The Board shall appoint the Library Director who is responsible for administering the policies adopted by the Board and supervising the operation of the [libraryLibrary](#).

The Library Director's responsibilities include hiring, directing, and supervising all staff members, preparing monthly and annual reports as required by the Board and statutes, and recommending such policies and procedures as will increase the efficiency of Library operation, align with the strategic plan and promote improved Library service to the community.

## ARTICLE TEN

### Gifts and Donations

All gifts and donations received by the Library shall be subject to review by the Board for acceptance.

## ARTICLE ELEVEN

### Amendments

Amendments to these Bylaws may be proposed at any regular meeting of the Board and shall become effective as and if adopted by a majority vote of the Board at a subsequent meeting.

The By-laws shall be reviewed bi-annually.

### Approval of Amendments

Revised January ~~9, 2023~~[2025](#)

# BYLAWS OF THE RIVER FOREST PUBLIC LIBRARY

## BOARD OF TRUSTEES

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#### Responsibilities:

Steward the fiscal resources; hire and evaluate the Director; create policy.

### ARTICLE THREE

#### Fiscal Year

The fiscal year of the Library shall be the same as the fiscal year of the Village of River Forest, Illinois. (May 1<sup>st</sup> through April 30<sup>th</sup>).

## ARTICLE FOUR

### Meetings

All meetings of the Board shall be open to the public and be conducted in accordance with Illinois Statutes. The Board will meet at least ten times a year.

The regular meetings of the Board shall be held in the Library on the third Tuesday of each month or on such other day of the month as designated by the Board at its discretion. Trustees are expected to prepare for and attend all regular meetings.

### Notices of Meetings

Within ten days after the beginning of each calendar year, the Library Director shall give public notice of the schedule of regular meetings of the Board for the ensuing calendar year, stating the regular dates, times and places of such meetings, by posting a copy of the notice in a conspicuous place in the Library and on the Library website.

Whenever any regular meeting of the Board is rescheduled, public notice of such rescheduled regular meeting shall be given at least 48 hours before such meeting by posting public notice in a conspicuous place in the Library and on the Library website. Such public notice of a reconvened meeting need not be given when the announcement of the time and place of the reconvened meeting has been made at the original meeting and there has been no change in the agenda for such meeting.

The Annual Meeting shall be held at the time of the regular May meeting at which officers shall be elected to a term of two years. Standing committees, if any, will be named and appointed by the President.

Special meetings may be called at the request of the President or any two Trustees. Notice of the meeting and its purpose shall be given at least 48 hours in advance by posting public notice in a conspicuous place in the Library and on the Library website. In the absence of the President the meeting shall be presided over by the Vice-President. The Secretary shall preside in the absence of both the President and the Vice-President. In the event that the President, Vice-President and Secretary are absent from a meeting, the members present shall elect President a pro tem from among themselves to conduct that meeting only.

### Order of Business

The order of business at all regular meetings of the Board is generally as follows:

Call to Order

Roll Call

Visitors and Guests

Consent Agenda, including but not limited to Minutes and Financial Reports

Patron Suggestions

Director's Report

President's Report

New Business

Old Business

Closed Session

Adjournment

Quorum

Four Trustees shall constitute a quorum at all meetings of the Board.

Participation by Electronic Means

As permitted by 5 ILCS 120/7, if a quorum is physically present, a Trustee may attend the meeting, and vote, by electronic means (video or audio conference), provided the following is true: (a) a majority of the Board vote to allow a Trustee to attend by electronic means; (b) the Trustee is unable to physically attend the meeting due to: i) personal illness or disability; ii) employment purposes or Library business; or iii) a family or other emergency or; iv) unexpected childcare obligations; and (c) the Trustee has notified the Secretary before the meeting unless notice is impractical.

Procedure

Robert's Rules of Order shall govern the deliberations of the Board except when such rules are in conflict with any of the rules provided herein. The rules of order other than such rules as may be prescribed by statute may be suspended at any time by the consent of two-thirds of the Trustees present at any meeting.

## ARTICLE FIVE

Officers

The officers of the Board shall be a President, a Vice-President, a Secretary and a Treasurer.

Each officer shall be elected at the Annual Meeting by a majority vote of the Trustees present. Each term of office shall be for two years or until a successor has been elected and qualified.

President: The President shall supervise the affairs of the Board. They shall preside at all meetings of the Board and shall appoint such committees as may be necessary to carry out the purposes of the Board. The President shall be an ex officio member of all committees so appointed.

Vice-President: In the absence of the President the Vice-President shall assume all

duties of the President.

Secretary: The Secretary shall keep minutes of all Board meetings, record attendance, and record a roll call on votes (except when a ballot vote is taken). The Secretary shall perform all other clerical duties as may be assigned by the Board.

Treasurer: The Treasurer shall review and recommend for approval by the Board all payment vouchers for purchases of books, payroll expenditures, and other expenses for the Library. The Treasurer shall be authorized to sign checks. In the absence of the Treasurer, or inability to serve, the President, Vice-President or Secretary may perform the duties of the Treasurer and may sign checks.

## ARTICLE SIX

### Appointments

The President shall appoint such committees as they deem necessary to formulate policy and efficiently carry out the financial, operational and other responsibilities of the Board.

The President may appoint members of the Board to act as liaisons between the Library and other institutions in the community.

## ARTICLE SEVEN

Financial support may be provided to Trustees for membership dues in library associations and expenses for attendance at appropriate meetings, conferences, and workshops (including mileage, etc.). Newly elected Trustees will participate in Trustee orientation within three months of assuming office.

## ARTICLE EIGHT

Trustees, officers, employees and agents of the Library and its partners shall be indemnified as set forth, and to the extent permitted, in a policy adopted by the Board.

## ARTICLE NINE

The Library Director

The Board shall appoint the Library Director who is responsible for administering the policies adopted by the Board and supervising the operation of the Library.

The Library Director's responsibilities include hiring, directing, and supervising all staff members, preparing monthly and annual reports as required by the Board and statutes, and recommending such policies and procedures as will increase the efficiency of Library operation, align with the strategic plan and promote improved Library service to the community.

#### ARTICLE TEN

##### Gifts and Donations

All gifts and donations received by the Library shall be subject to review by the Board for acceptance.

#### ARTICLE ELEVEN

##### Amendments

Amendments to these Bylaws may be proposed at any regular meeting of the Board and shall become effective as and if adopted by a majority vote of the Board at a subsequent meeting.

The By-laws shall be reviewed bi-annually.

##### Approval of Amendments

Revised January 2025

## **IV. Computer Use and Internet Access**

### **A. Computer Hardware/Software/Printing**

RFPL owns computers that are available for patron use. Some computers may be designated for use by specific patron age groups. Patrons may not use another patron's library card to circumvent any computer use policies, or to garner extra time on RFPL computers. RFPL reserves the right to limit and/or ban the use of RFPL equipment and computers by any patron. Public computers are configured such that hard drives are wiped and restored at the end of each session. Documents and data are not saved after a session ends. Patrons may use portable storage devices to save and store their data.

There is a charge for printing from RFPL computers. At RFPL staff's discretion patrons may use personal paper to print specialized documents. RFPL printers may not be compatible with all types of paper.

RFPL accepts no responsibility for the safety or security of any computer or electronic devices brought into RFPL. Neither RFPL nor its staff shall be held responsible for any loss arising from the use of hardware, software, or from human error while at RFPL.

Computers and devices which are not owned by RFPL, other than storage devices such as USB drives, may only be connected to the RFPL network by wireless connection.

RFPL licensed software may not be installed on non-RFPL computers. Patrons are prohibited from using personal software on RFPL computers and from downloading software onto RFPL computers. RFPL computers include software to meet patron needs for word processing, office applications, and Internet browsing. Software additions or changes will be considered at the discretion of staff in consultation with the Director and Managers. Software used to facilitate exam proctoring or other patron test-taking may be downloaded by RFPL staff, on a case-by-case basis, at the discretion of the Adult and Teen Services Manager. RFPL staff members may provide assistance to patrons regarding the use of computers as time and staff knowledge permit.

### **B. Computer Usage/Internet**

RFPL urges patrons to be informed consumers and carefully evaluate information obtained via the Internet. RFPL staff members are not in a position to provide an analysis of online sources.

RFPL makes reasonable accommodations to ensure the safety and security of its networks. Downloading information from the Internet and saving it for personal use is at the risk of the user. Neither RFPL, nor its staff, shall be held responsible for the safety or security of information transmitted via the Internet using RFPL computers or networks.



RFPL assumes no responsibility for users who either purposefully or in error access systems, networks, and services that may contain material considered offensive to a user, or inappropriate for minors. Accordingly, users should be aware that they might encounter messages, materials, or graphics on the Internet that they find to be offensive.

[RFPL's RFPL](#) computers may only be used for legal and appropriate purposes. Some examples of inappropriate purposes are:

- Deliberately accessing obscene materials;
- Harassment, including but not limited to sexual harassment;
- Defamation;
- Violation of copyright law;
- Violation of licensing or access agreements with software or online service providers;
- Violation of system security;
- Destruction, damage, or unauthorized modification to equipment, software, or data;
- Disruption or unauthorized monitoring of electronic communications;
- Activities in violation of local, state, or federal laws or ordinances.

Persons who use [RFPL's RFPL](#) computers for inappropriate purposes may lose the privilege of using RFPL services and equipment and may be banned from RFPL.

Patrons under the age of eighteen may access the Internet via the [RFPL's RFPL](#) computers in designated areas. Parents/guardians are advised to monitor their children's use of [RFPL's RFPL](#) computer systems if they wish to control the information, messages, and graphics to which their children are exposed. RFPL staff will not monitor children's computer use. RFPL recommends that parents/guardians discuss rules and limitations with their children before giving their children permission to access the Internet at RFPL.

### **C. Violations of Policy**

Patrons who violate this policy will be subject to the consequences contained in the Suspension of Library Privileges and Patron Ban policy.

*Updated January 2025*

## **IV. Computer Use and Internet Access**

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### **C. Violations of Policy**

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*Updated January 2025*

## IX. Computer [Use](#) and Internet Access

### A. Computer Hardware/Software

RFPL software is not to be installed on non-RFPL computers, nor are non-RFPL computers to be connected to RFPL's network (with the exception of wireless connections). RFPL accepts no responsibility for the safety or security of personal devices brought into RFPL. Neither RFPL nor its staff shall be held responsible for any loss arising from the use of hardware, software, or from human error.

RFPL staff members will notify RFPL Managers as soon as reasonably practical of any known failure or security issue with RFPL hardware or software. Staff will inform RFPL Managers if updates are needed on their computers, or if they are seeking software modifications on their workstations.

RFPL staff members are encouraged to save all documents to a network or cloud-based drive or to a portable storage device. Staff members are advised that all documents created with the use of an RFPL computer are property of RFPL.

### B. Internet Usage

RFPL staff [isare](#) assigned a work email address and are expected to check their email regularly while at work. Staff should not expect that their electronic communications are confidential or private. RFPL staff members are advised that all electronic communications originating with the use of an RFPL email account are the property of RFPL. RFPL staff are expected to use good judgment when using the Internet and refrain from excessive personal use. Unacceptable use of staff computers or equipment may result in disciplinary action. RFPL reserves the right to monitor RFPL email accounts and other electronic activities on RFPL computers or equipment.

RFPL assumes no responsibility for preventing or protecting users from accessing systems, networks, and services that may contain material considered offensive to staff. Accordingly, staff members should be aware that they might encounter messages, materials, or graphics on the Internet that they find to be offensive.

Use of RFPL's computers must be for legal, acceptable purposes. RFPL staff should refrain from unacceptable uses, including but not limited to:

- [Deliberately accessing obscene materials;](#)
- Harassment, including but not limited to sexual harassment;
- Defamation;

- Violation of copyright law;
  - Violation of licensing or access agreements with software or online service providers;
  - Violation of system security;
  - Destruction, damage, or unauthorized modification to equipment, software, or data;
  - Disruption or unauthorized monitoring of electronic communications;
  - Activities in violation of local, state, or federal laws or ordinances;
  - Internet use that interferes with the employee's work or with the work of others;
  - Printing large personal files on staff printers;
  - ~~Deliberately accessing obscene materials.~~
- 

*Updated January 2023 2025*

## **IX. Computer Use and Internet Access**

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- Internet use that interferes with the employee's work or with the work of others;
- Printing large personal files on staff printers.

*Updated January 2025*

## Strategic Directions

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

We continued to meet with **Engberg Anderson Architects** to develop the design for Phase Two of the Room Renovation project, and are on track to have renderings of the spaces this spring.



*Spaces*

Working with Office Space, Inc., we have selected the Enwork Zori flip-top tables to purchase for the Barbara Hall Meeting Room, thanks to a **generous grant from the RFPL Foundation**.



*Events, Services  
& Collections*

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

The **Winter Reading Program** wrapped up at the end of February. Children's had 90 kids sign up. 70 kids did some of the challenges, and 28 completely finished all 12 of the challenges. Adult & Teen Services had 18 teens and 45 adults participate in this year's Winter Reading Program.

Children's had a busy month, hosting 3 fan favorite programs –

- Chris Fascione returned to perform his classic **Juggling Funny Stories** event which had 29 attendees.
- Mark Anderson of Andertoons visited and hosted a choose your own adventure **cartooning class**, which had kids laughing and getting creative.
- We also had our annual **stuffed animal sleepover**. Kids dropped off stuffies to spend the night in the library, where they had a lot of fun after hours, exploring, reading, and getting into mischief!

Thanks to an Illinois Humanities grant received by Adult & Teen Services, we were able to host playwright and professor Ted Williams III, performing **1619: The Journey of a People**. This emotional performance was enjoyed by a dozen patrons and everyone that attended shared wonderful reviews.



On Wednesday, February 2<sup>nd</sup>, we hosted our first **Great Decisions** meeting of 2025. This annual, patron-favorite series meets on the 1<sup>st</sup> and 3<sup>rd</sup> week of the month for 8 sessions to discuss current



global topics chosen by the Foreign Policy Association. There is a core group of 10 patrons that attend every meeting and there is always an illuminating discussion.

### Key Performance Indicators

Category	December 2024	January 2025	February 2025
Physical item circulation - initial checkouts	11,846	10,843	12,611
Digital item circulation	4,897	5,634	4,883
<b>Total Circulation</b>	<b>17,743</b>	<b>16,477</b>	<b>17,494</b>
Programs for Adults	8 programs 130 attendees	12 programs 175 attendees	14 programs 216 attendees
Programs Middle School aged children	10 programs 112 attendees	9 programs 141 attendees	7 programs 83 attendees
Programs for Children	25 programs 1,640 attendees	25 programs 1,544 attendees	28 programs 1,545 attendees
Library-Wide Programs	2 programs* 8 attendees	0 programs 0 attendees	0 programs 0 attendees
<b>Total Programs</b>	45 programs 1,890 attendees	46 programs 1,860 attendees	49 programs 1,844 attendees
Children's Play Area Visits	1,725	2,385	2,167
New cardholders added	21	43	19
<b>Total cardholders</b>	8,187	8,187	8,111**
Website sessions	7,016	7,926	6,846
Patron visits	9250	10,250	8061
Instagram Followers	1,505	1,510	1,519
Facebook Followers	1,430	1,432	1,432

\* Illinois Libraries Present events

\*\* Total users went down due to a cleanup of users that moved out of state long ago.

### Staff updates

- We welcomed James Salvatore and Sydnee Pate as Security Monitors and are very happy to have them on our team.
- Anne Kowalski, our Middle School & Teen Librarian, attended the Illinois Youth Services Institute Conference in Bloomington-Normal on February 27<sup>th</sup> and 28<sup>th</sup>. She attended panels on teen volunteers, collection development, and programming geared specifically towards middle schoolers.

- The Sunshine Committee met to discuss how the Library could celebrate our wonderful staff for Employee Appreciation Day on Friday, March 7<sup>th</sup>. We surprised the staff with gift cards from local businesses, CAVA and Broken Tart, and staff were able to choose one.

**Financial highlights**

- The Library has received \$721,000 in 2024 tax disbursements this February and early March.
- 5 firms received an RFP for audit service from the Library, with a March deadline for proposals. My goal is to have an auditor recommendation to present at the April regular board meeting.

**Facility updates**

- Oak Brook Mechanical was on-site for an inspection of the HVAC system
- The Library's contract with Hulen Landscaping was renewed for another year.

**Committee updates**

Facilities Committee met on February 28<sup>th</sup>

Respectfully submitted,

Emily Compton  
March 13, 2025

**River Forest Public Library  
Facilities Committee Meeting  
MINUTES- DRAFT  
Friday, February 28<sup>th</sup>, 20025 at 2pm**

**Call to Order:** Trustee Ruggeri called the meeting to order at 1:58pm.

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

**Committee members absent:** Elan Long

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

**Visitors:** Engberg Anderson Architect Shaun Kelly and two representatives from IMEG

The January 24, 2025 draft minutes were approved.

**Old Business:**

- a. Room renovation project- workshop with Engberg Anderson Architects
  - a. Mr. Kelly presented the schedule for the project and broke down options for various aspects of the community room and nearby restroom. Discussion included relocation of the restroom, specifications to make the restroom ADA compliant, mechanical components, and technological needs. Power needs for the room will be discussed at the next meeting.
  - b. Mr. Kelly presented some concepts for the room and surrounding area.

**New Business:**

- a. Facility assessment- update
  - a. Director Compton reached out to five companies to get proposals for a facilities assessment of the building.
- b. Interior restoration- update
  - a. ACR is reworking their quote to include asbestos testing and painting up to the peak of the ceiling on the south and north walls.
- c. Enwork tables for the Barabara Hall Meeting Room- update
  - a. Director Compton, Ms. Maraldi, and Victoria Muraiti (RFPL Materials Services Manager) visited the Merchandise Mart to look at the Enwork tables. They will be receiving samples of table tops and legs. The tables are manufactured in Indiana, so shipping should take less time than other companies. The total amount should come in under \$14,000.

**Adjournment:** A motion was made by Trustee Berens to adjourn the meeting at 3:39pm. It was seconded by Trustee Ruggeri.

## MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: March 13, 2025

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

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### ***FY2024-25***

#### *Amended Operating Budget*

There are no changes from the draft presented at the February board meeting. Amendments are in the Security and Natural Gas lines, raising the Security budget to \$10,000 (from \$0) and lowering Natural Gas to \$14,000 (from \$24,000).

#### *Amended Capital Budget*

As discussed at the February meeting, I moved most Room Renovation expenses to next fiscal year and adjusted other lines based on actual spending. There is one change from the February draft in Revenues. The RFPL Foundation Grant line increased from \$14,500 to \$15,500 to reflect the final cost of the tables for the Barbara Hall room (\$10,765) and the Study Space grant (\$4,733).

### ***FY2025-26***

#### *Operating Revenue*

There are two changes from the draft budget presented in February.

- The RFPL Foundation Grants line was increased to \$50,000 from \$20,000. The Foundation's annual budget increased their Short-Term Grant line by \$30,000, anticipating a grant request for a space needs analysis, so that is reflected in potential revenues in the Library's budget. The \$30,000 is also accounted for in the Consultant/Legal expenditures line of the Library's budget.
- The Liebner Fund Endowment was lowered by \$500 to more closely reflect actuals from this year.

#### *Property Tax*

Expected property tax was calculated by taking 98% of the 2024 levy (\$1,641,048), increasing it by CPI (2.9%), then rounding down to \$1,685,000.

#### *Operating Expenses*

After reviewing actuals with more data, I made a number of minor (less than \$1,000) changes throughout. Changes of \$1,000 or more are –

- Wages & Salaries decreased by \$1,500 while IMRF increased by \$1,500. I recalculated IMRF assuming a similar increase in 2026 as 2025.
- Advertisement decreased by \$1,000 to be more in line with actual spending.
- Consultant/Legal increased by \$31,500 for a total of \$41,500 (\$30,000 for a potential space needs analysis funded by the Foundation, \$1,500 – \$2,000 in legal fees, and funding for some strategic plan consulting).
- Telephone/Internet increased by \$1,500 to account for taxes.

- Books increased by \$2,500 to be more in line with actual spending.

#### *Total Personnel*

There is a 5.69% increase in Total Personnel, with a 6.69% increase in Wages & Salaries. The \$933,500 Wages & Salaries line incorporates several factors:

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

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

#### *Programming*

There are increases in Adult and Children's Programs, Teen Programs is lowered slightly, and Special Programs is flat to be more in line with actual spending.

#### *Support Services*

Technical Support reflects the new Hassle-Free IT pricing.

#### *Library Materials*

There is an increase in the Digital Content and Print Periodicals lines. The In-House AV & Other Nonprint Materials line is flat. The Books and Automated Subscriptions lines have been reduced to be more in line with actual spending. We meet the state standard of spending 8-12% of the budget on materials at 11.5%.

#### Capital Revenue

There are no changes from the February draft. The \$150,000 Foundation grant for Phase Two is included, as well as a conservative estimate for bank and CDARS interest.

#### Capital Expenditures

There are two changes from the February draft –

- Furniture is increased by \$10,000 to \$20,000, in case I underestimated funds needed to replace office chairs throughout the building.
- I increased the Room Renovation and Bathroom Installation budget by \$25,000 to \$250,000. \$250,000 was the higher end of Williams Architect's estimate for the project, and that estimate is from two years ago.

The budget also includes –

- Funding for seven computer replacements (Technology),
- A \$15,000 contingency for HVAC repairs and \$10,000 for bid package fees for upgrades (boiler, valves, VAVs),
- \$6,000 to repair and reseal the front door and to reseal the sidewalk surfaces/joints (Exterior),
- \$30,000 to replace the sewage ejector pump (Plumbing), and
- A general \$15,000 contingency.

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

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

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



River Forest Public Library Budget 2024-25			
Capital Improvement Fund		Budget 2024-25	Amended Budget 2024-25
Revenues and Transfers			
<i>Revenues</i>	RFPL Foundation Grant	\$ 150,000	\$ 15,500
	Interest	\$ -	\$ 30,000
	Reimbursement for Bookdrop Replacement	\$ -	\$ 5,086
<i>Transfers</i>	Budgeted Capital Transfer	\$ 60,000	\$ 60,000
	Additional Transfers from Operating	\$ -	\$ -
	Excess of revenues over expenditures from prior fiscal year	\$ -	\$ 247,490
<b>Total Revenues and Transfers</b>		<b>\$ 210,000</b>	<b>\$ 358,076</b>
Expenses			
	Technology	\$ 48,000	\$ 25,000
	HVAC	\$ 200,000	\$ 15,000
	Roof	\$ 60,000	\$ -
	Exterior	\$ 3,500	\$ 20,000
	Furniture	\$ -	\$ 20,000
	Plumbing	\$ -	\$ -
	Building	\$ -	\$ 35,000
	Contingency	\$ 15,000	\$ 15,000
<i>Room Renovation Project Phase One</i>			
	Air handler Equipment and Installation	\$ 259,500	\$ 10,000
	Concrete Pad and Masonry Enclosure	\$ 41,500	\$ -
	Infrastructure Work	\$ 51,500	\$ -
	Interior Mechanical Room Renovation	\$ 35,500	\$ -
	Air Handler and Room Renovation Combined Expenses	\$ 100,500	\$ 500
<i>Room Renovation Project Phase Two</i>			
	Room Renovation and Bathroom Installation	\$ 225,000	\$ -
	Architect Fees	\$ 25,000	\$ 34,800
<b>Total Capital Expenses</b>		<b>\$ 1,065,000</b>	<b>\$ 175,300</b>

River Forest Public Library Budget 2025-26			
General Fund for Operation		Amended Budget 2024-25	Budget 2025-26
Revenues			
	Property Taxes	\$ 1,615,000	\$ 1,685,000
	Connections Program	\$ 5,000	\$ 3,500
	Replacement Tax	\$ 25,000	\$ 16,000
	Lost Materials Reimbursed	\$ 3,500	\$ 4,000
	Copy Machine Revenues	\$ 3,200	\$ 3,000
	Rentals-Library Space		
	Interest	\$ 24,500	\$ 23,000
	RFPL Foundation Grants	\$ 20,000	\$ 50,000
	Gifts	\$ 200	\$ 200
	Illinois Per Capita Grant	\$ 17,300	\$ 17,400
	Grants, Other	\$ 4,000	\$ 5,500
	Liebner Fund Endowment Distribution	\$ 4,500	\$ 4,250
	Miscellaneous Income	\$ 500	\$ 200
	<b>Total Revenues</b>	<b>\$ 1,722,700</b>	<b>\$ 1,812,050</b>
Expenses			
Personnel			
	Wages & Salaries	\$ 875,000	\$ 933,500
	Medical Health Insurance Coverage	\$ 65,000	\$ 70,200
	IMRF	\$ 50,000	\$ 51,500
	FICA, Medicare	\$ 67,000	\$ 71,500
	Staff Recognition	\$ 6,000	\$ 5,600
	Membership Dues	\$ 5,000	\$ 3,000
	Staff Training and Development	\$ 13,000	\$ 7,250
	<b>Total Personnel</b>	<b>\$ 1,081,000</b>	<b>\$ 1,142,550</b>
			63.1%
Printing and Advertising			
	Newsletter	\$ 7,900	\$ 7,000
	Advertising	\$ 6,000	\$ 5,000
	<b>Total Printing and Advertising</b>	<b>\$ 13,900</b>	<b>\$ 12,000</b>
			0.7%
Programming			
	Children's Programs	\$ 18,000	\$ 19,000
	Teen Programs	\$ 9,500	\$ 9,000
	Adult Programs	\$ 18,000	\$ 19,500
	Special Programs	\$ 7,000	\$ 7,000
	Connections Programs	\$ 5,000	\$ 3,500

	Total Programs	\$	57,500	\$	58,000
					3.2%
	<b>Total Advertising &amp; Programming</b>	<b>\$</b>	<b>71,400</b>	<b>\$</b>	<b>70,000</b>
					3.9%
Support Services					
	ILL and RB Services	\$	1,200	\$	1,200
	Technical Support (IT)	\$	24,750	\$	27,750
	Automation - SWAN / RAILS and Website	\$	45,000	\$	44,250
	Consultant / Legal	\$	6,000	\$	41,500
	Postage & Delivery	\$	3,750	\$	4,250
	Audit	\$	11,000	\$	12,250
	Payroll and employment services	\$	6,200	\$	6,200
	Youth Interventionist Contract	\$	5,115	\$	5,350
	Telephone/Internet	\$	11,000	\$	13,500
	Trustee Training and Memberships	\$	1,000	\$	1,250
	Copy Machine Leases	\$	3,100	\$	3,200
	Security	\$	10,000	\$	-
	<b>Total Other Support Servies</b>	<b>\$</b>	<b>128,115.00</b>	<b>\$</b>	<b>160,700.00</b>
					8.9%
Library Materials					
	Books	\$	82,500	\$	82,000
	Print Periodicals	\$	7,000	\$	7,500
	Automated Subscriptions (databases)	\$	16,000	\$	14,200
	Digital Content (ebooks, movies, music)	\$	86,500	\$	88,000
	In-House AV & Other Nonprint Materials	\$	16,000	\$	16,000
	<b>Total Library Materials</b>	<b>\$</b>	<b>208,000</b>	<b>\$</b>	<b>207,700</b>
					11.5%
Library and Office Supplies					
	Office Supplies	\$	4,600	\$	4,000
	Library Supplies	\$	5,900	\$	5,300
	Copy And Printing Supplies	\$	2,600	\$	2,100
	Misc Expenses	\$	2,400	\$	2,600
	<b>Total Library and Office Supplies</b>	<b>\$</b>	<b>15,500</b>	<b>\$</b>	<b>14,000</b>
					0.8%
	<b>Total Library Materials and Supplies</b>	<b>\$</b>	<b>223,500</b>	<b>\$</b>	<b>221,700</b>
					12.2%
	<b>Strategic Initiatives</b>	<b>\$</b>	<b>15,000</b>	<b>\$</b>	<b>15,000</b>
					0.8%
Facilities Management					
Facility Supplies					
	Building Materials & Supplies	\$	6,000	\$	7,000
	<b>Total Facility Supplies</b>	<b>\$</b>	<b>6,000</b>	<b>\$</b>	<b>7,000</b>
					0.4%
Facility Services					
	Insurance	\$	22,500	\$	23,850
	Maintenance and Custodial Services	\$	85,000	\$	87,000
	Water	\$	3,000	\$	3,000
	Natural Gas	\$	14,000	\$	12,000
	Copier Maintenance and Usage	\$	2,685	\$	2,250

	Total Facilities Services	\$	127,185	\$	128,100
					7.1%
	Furniture & Technology				
	Furniture	\$	6,000	\$	4,000
	Technology Misc.	\$	4,500	\$	3,000
	Total Furniture & Technology	\$	10,500	\$	7,000
					0.4%
	Total Facilities Management	\$	143,685	\$	142,100
					7.8%
	Total Operating Expenses	\$	1,662,700	\$	1,752,050
					96.7%
	Budgeted Capital Transfer (minimum of 2.5% of tax revenues)	\$	60,000	\$	60,000
					3.3%
	Total	\$	1,722,700	\$	1,812,050

River Forest Public Library Budget 2025-26			
Capital Improvement Fund		Amended Budget 2024-25	Budget 2025-26
Revenues and Transfers			
<i>Revenues</i>	RFPL Foundation Grant	\$ 15,500	\$ 150,000
	Interest	\$ 30,000	\$ 15,000
	Reimbursement for Bookdrop Replacement	\$ 5,086	\$ -
<i>Transfers</i>	Budgeted Capital Transfer	\$ 60,000	\$ 60,000
	Additional Transfers from Operating	\$ -	\$ -
	Excess of revenues over expenditures from prior fiscal year	\$ 247,490	\$ -
<b>Total Revenues and Transfers</b>		<b>\$ 358,076</b>	<b>\$ 225,000</b>
Expenses			
	Technology	\$ 25,000	\$ 15,000
	HVAC	\$ 15,000	\$ 25,000
	Roof	\$ -	\$ 60,000
	Exterior	\$ 16,500	\$ 6,000
	Furniture	\$ 20,000	\$ 20,000
	Plumbing	\$ -	\$ 30,000
	Building	\$ 35,000	\$ -
	Contingency	\$ 15,000	\$ 15,000
<i>Room Renovation Project Phase One</i>			
	Air handler Equipment and Installation	\$ 10,000	\$ 252,000
	Concrete Pad and Masonry Enclosure	\$ -	\$ 41,500
	Infrastructure Work	\$ -	\$ 51,500
	Interior Mechanical Room Renovation	\$ -	\$ 35,500
	Air Handler and Room Renovation Combined Expenses	\$ 500	\$ 100,500
<i>Room Renovation Project Phase Two</i>			
	Room Renovation and Bathroom Installation	\$ -	\$ 250,000
	Architect Fees	\$ 34,800	\$ 13,000
<b>Total Capital Expenses</b>		<b>\$ 171,800</b>	<b>\$ 915,000</b>



## ACR, Inc.

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

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

Home: (708) 366-5205

Operator: CJIME

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

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

Type of Estimate: Water Damage  
Date Entered: 1/23/2025  
Date Est. Completed: 3/7/2025

Date Assigned:  
Date Job Completed:

Price List: ILCC8X\_JAN25  
Labor Efficiency: Restoration/Service/Remodel  
Estimate: 25-0037-INS

**25-0037-INS**

**25-0037-INS**

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
1. Haul debris - per pickup truck load - including dump fees	1.50 EA		237.01	0.00	0.00	71.10	426.62
Total: 25-0037-INS					0.00	71.10	426.62

**Main Level**



**2nd Floor Main Area**

**Height: Peaked**

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

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

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
<b>**WALLS**</b>							
2. R&R Three coat plaster over metal lath	300.00 SF		2.45	36.39	0.00	2,330.40	13,982.40
3. Seal/prime (1 coat) then paint (2 coats) the surface area	1,250.00 SF		0.00	1.63	0.00	407.50	2,445.00
4. Seal & texture paint the surface area	1,250.00 SF		0.00	1.40	0.00	350.00	2,100.00
Texture Paint to match existing							
5. Additional cost for high wall or ceiling - Over 14'	1,250.00 SF		0.00	0.12	0.00	30.00	180.00
<b>**SCAFFOLDING**</b>							
6. Labor to set up and take down scaffold - per section	8.00 EA		0.00	57.44	0.00	91.90	551.42
Set up and take down twice a day for 4 days							
7. Scaffolding (Agreed Price)	1.00 EA		0.00	1,600.00	0.00	320.00	1,920.00
<b>**GENERAL**</b>							
8. Mask and prep for paint - plastic, paper, tape (per LF)	300.00 LF		0.00	1.70	0.00	102.00	612.00
Protect book shelves							



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### CONTINUED - 2nd Floor Main Area

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
9. Floor protection - cloth - skid resistant, breathable	250.00 SF		1.51	0.00	0.00	75.50	453.00
10. Detach & Reset Vinyl window, picture/fixd, 12-23 sf Detach and reset interior windows for plaster repairs	4.00 EA	173.91	0.00	0.00	0.00	139.12	834.76
11. Additional charge for a retrofit window, 12-23 sf	4.00 EA		0.00	197.86	0.00	158.28	949.72
12. Final cleaning - construction - Commercial	250.00 SF		0.00	0.33	0.00	16.50	99.00
Totals: 2nd Floor Main Area					0.00	4,021.20	24,127.30
Total: Main Level					0.00	4,021.20	24,127.30

### Labor Minimums Applied

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
13. Cleaning labor minimum	1.00 EA		0.00	85.01	0.00	17.00	102.01
Totals: Labor Minimums Applied					0.00	17.00	102.01
Line Item Totals: 25-0037-INS					0.00	4,109.30	24,655.93

### Grand Total Areas:

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





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### Summary

Line Item Total	20,546.63
Overhead	2,054.65
Profit	2,054.65
<b>Replacement Cost Value</b>	<b>\$24,655.93</b>
<b>Net Claim</b>	<b>\$24,655.93</b>

---

Carlos Jimenez



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**Recap of Taxes, Overhead and Profit**

	Overhead (10%)	Profit (10%)	Material Sales Tax (0%)	Food & Med State Tax (1%)	Food & Med Local Tax (1.25%)	Equipment Rental Tax (10%)
Line Items	2,054.65	2,054.65	0.00	0.00	0.00	0.00
Total	2,054.65	2,054.65	0.00	0.00	0.00	0.00



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**Recap by Room**

<b>Estimate: 25-0037-INS</b>	<b>355.52</b>	<b>1.73%</b>
<b>Area: Main Level</b>		
<b>2nd Floor Main Area</b>	<b>20,106.10</b>	<b>97.86%</b>
<hr/>		
<b>Area Subtotal: Main Level</b>	<b>20,106.10</b>	<b>97.86%</b>
<b>Labor Minimums Applied</b>	<b>85.01</b>	<b>0.41%</b>
<hr/>		
<b>Subtotal of Areas</b>	<b>20,546.63</b>	<b>100.00%</b>
<hr/>		
<b>Total</b>	<b>20,546.63</b>	<b>100.00%</b>



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**Recap by Category**

<b>O&amp;P Items</b>	<b>Total</b>	<b>%</b>
<b>CLEANING</b>	<b>167.51</b>	<b>0.68%</b>
<b>GENERAL DEMOLITION</b>	<b>1,468.02</b>	<b>5.95%</b>
<b>INTERIOR LATH &amp; PLASTER</b>	<b>10,917.00</b>	<b>44.28%</b>
<b>PAINTING</b>	<b>4,447.50</b>	<b>18.04%</b>
<b>SCAFFOLDING</b>	<b>2,059.52</b>	<b>8.35%</b>
<b>WINDOWS - ALUMINUM</b>	<b>791.44</b>	<b>3.21%</b>
<b>WINDOWS - VINYL</b>	<b>695.64</b>	<b>2.82%</b>
<b>O&amp;P Items Subtotal</b>	<b>20,546.63</b>	<b>83.33%</b>
<b>Overhead</b>	<b>2,054.65</b>	<b>8.33%</b>
<b>Profit</b>	<b>2,054.65</b>	<b>8.33%</b>
<b>Total</b>	<b>24,655.93</b>	<b>100.00%</b>

