



**River Forest Public Library  
May 20, 2025  
Immediately following the 6:00 PM Annual Meeting  
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. April 2025 Revenue and Expense Reports
  - b. April 2025 Bill Payment List and Credit Card Charges
  - c. April 30, 2025 Fund Balances Report and Capital Reserve Fund
  - d. Non-resident Library Card Resolution
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 - C. Capital Assets and Expenditures - vote
  - b. RFPL Foundation Liaison
  - c. Village of River Forest Collaboration Committee Liaison
  - d. Facility assessment proposals - vote
  - e. Director's Annual Goals - discussion
9. Old business
  - a. 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  
Fiscal Year: May 1, 2024-April 30, 2025  
Revenue Report: April-25

Account:	April-25	YTD	2024-2025	% of Budget
				100% as of 4/30/2025
Property Taxes	\$ 36,280.24	\$ 1,583,659.67	\$ 1,615,000	98.06%
Connections Program Grant	\$ -	\$ 4,200.36	\$ 5,000	84.01%
Replacement Taxes	\$ 2,385.13	\$ 23,026.34	\$ 25,000	92.11%
Lost Books Reimbursed	\$ 196.99	\$ 4,634.10	\$ 3,500	132.40%
Copy Machine Revenue	\$ 342.08	\$ 3,117.83	\$ 3,200	97.43%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 983.35	\$ 36,003.59	\$ 24,500	146.95%
Grants from RFPL Foundation	\$ -	\$ 14,300.00	\$ 20,000	71.50%
Gifts - other	\$ -	\$ 626.33	\$ 200	313.17%
IL Per Capita Grant	\$ -	\$ 17,451.13	\$ 17,300	100.87%
Grants, other	\$ -	\$ 7,412.61	\$ 4,000	185.32%
Liebner Fund Endowment	\$ -	\$ 4,265.67	\$ 4,500	94.79%
Misc Income	\$ 48.32	\$ 56.04	\$ 500	11.21%
<b>Total:</b>	<b>\$ 40,236.11</b>	<b>\$ 1,698,753.67</b>	<b>\$ 1,722,700</b>	<b>98.61%</b>
<b>Income:</b>	<b>\$ 40,236.11</b>	<b>\$ 1,698,753.67</b>	<b>\$ 1,722,700</b>	<b>98.61%</b>
<b>Expense:</b>	<b>\$ 153,810.22</b>	<b>\$ 1,574,678.37</b>	<b>\$ 1,722,700</b>	<b>91.41%</b>

Prepared 5.15.25



River Forest Public Library

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

Expense Report: Apr-25

April-25

Fiscal YTD

Actual % Budget

100% as of 4/30/2025

24-25  
Budget

Expenses

Personnel

Wages & Salaries	\$	71,249.68	\$	836,982.05	95.66%	\$	875,000
Medical Health Insurance Coverage	\$	3,694.66	\$	42,699.52	65.69%	\$	65,000
IMRF	\$	4,173.16	\$	42,360.24	84.72%	\$	50,000
Medicare/FICA	\$	5,263.99	\$	63,351.35	94.55%	\$	67,000
Staff Recognition	\$	431.97	\$	2,005.52	33.43%	\$	6,000
Membership Dues	\$	-	\$	1,931.00	38.62%	\$	5,000
Staff Training & Development	\$	56.00	\$	2,948.39	22.68%	\$	13,000
<b>Total Personnel</b>	<b>\$</b>	<b>84,869.46</b>	<b>\$</b>	<b>992,278.07</b>	<b>91.79%</b>	<b>\$</b>	<b>1,081,000</b>

Advertising & Programming

Printing & Advertising

Newsletter	\$	2,223.00	\$	6,757.00	85.53%	\$	7,900
Advertising	\$	2,158.98	\$	5,531.70	92.20%	\$	6,000
<b>Total Printing &amp; Advertising</b>	<b>\$</b>	<b>4,381.98</b>	<b>\$</b>	<b>12,288.70</b>	<b>88.41%</b>	<b>\$</b>	<b>13,900</b>

Programming

Children's Programs	\$	5,703.68	\$	17,372.29	96.51%	\$	18,000
Teen Programs	\$	2,367.54	\$	7,877.03	82.92%	\$	9,500
Adult Programs	\$	1,512.79	\$	17,418.31	96.77%	\$	18,000
Special Programs	\$	824.09	\$	5,782.55	82.61%	\$	7,000
Connections Programs	\$	70.74	\$	1,632.80	32.66%	\$	5,000
<b>Total Programs</b>	<b>\$</b>	<b>10,478.84</b>	<b>\$</b>	<b>50,082.98</b>	<b>87.10%</b>	<b>\$</b>	<b>57,500</b>
<b>Total Advertising &amp; Programming</b>	<b>\$</b>	<b>14,860.82</b>	<b>\$</b>	<b>62,371.68</b>	<b>87.36%</b>	<b>\$</b>	<b>71,400</b>

Support Services

ILL & RB Services	\$	-	\$	713.88	59.49%	\$	1,200
Technical Support (IT)	\$	2,696.64	\$	27,512.81	111.16%	\$	24,750
Automation Administration	\$	10,517.91	\$	40,832.95	90.74%	\$	45,000
Consultant Fees/Legal Fees	\$	362.50	\$	2,865.00	47.75%	\$	6,000

Postage & Delivery	\$	369.99	\$	4,040.46	107.75%	\$	3,750
Audit	\$	-	\$	9,800.00	89.09%	\$	11,000
Payroll & Employment Services	\$	473.18	\$	6,316.11	101.87%	\$	6,200
Youth Interventionist Contract	\$	1,283.50	\$	5,091.74	99.55%	\$	5,115
Telephone/Internet	\$	1,102.53	\$	13,110.36	119.19%	\$	11,000
Trustee Training & Memberships	\$	-	\$	-	0.00%	\$	1,000
Copy Machine Lease	\$	457.96	\$	2,648.86	85.45%	\$	3,100
Security	\$	-	\$	11,809.39	118.09%	\$	10,000
<b>Total Support Services</b>	<b>\$</b>	<b>17,264.21</b>	<b>\$</b>	<b>124,741.56</b>	<b>97.37%</b>	<b>\$</b>	<b>128,115</b>

## Materials & Supplies

### *Library Materials*

Books	\$	11,421.19	\$	82,444.50	99.93%	\$	82,500
Print Periodicals	\$	589.97	\$	7,999.66	114.28%	\$	7,000
Automated Subscriptions (databases)	\$	-	\$	10,969.00	68.56%	\$	16,000
Digital Content (ebooks, movies, music)	\$	11,604.52	\$	84,776.43	98.01%	\$	86,500
AV & Other Nonprint Materials	\$	961.06	\$	13,573.95	84.84%	\$	16,000
<b>Total Library Materials</b>	<b>\$</b>	<b>24,576.74</b>	<b>\$</b>	<b>199,763.54</b>	<b>96.04%</b>	<b>\$</b>	<b>208,000</b>

### *Library & Office Supplies*

Office Supplies	\$	674.25	\$	4,034.49	87.71%	\$	4,600
Library Supplies	\$	1,288.20	\$	5,634.86	95.51%	\$	5,900
Copy & Printing Supplies	\$	-	\$	1,454.19	55.93%	\$	2,600
Misc Expenses	\$	112.12	\$	1,534.85	63.95%	\$	2,400
<b>Total Library &amp; Office Supplies</b>	<b>\$</b>	<b>2,074.57</b>	<b>\$</b>	<b>12,658.39</b>	<b>81.67%</b>	<b>\$</b>	<b>15,500</b>
<b>Total Materials &amp; Supplies</b>	<b>\$</b>	<b>26,651.31</b>	<b>\$</b>	<b>212,421.93</b>	<b>95.04%</b>	<b>\$</b>	<b>223,500</b>

## Strategic Initiatives

<b>Strategic Initiatives</b>	<b>\$</b>	<b>198.23</b>	<b>\$</b>	<b>3,590.31</b>	<b>23.94%</b>	<b>\$</b>	<b>15,000</b>
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## Facilities Management

### *Facility Supplies*

<b>Building Materials &amp; Supplies</b>	<b>\$</b>	<b>166.35</b>	<b>\$</b>	<b>5,163.94</b>	<b>86.07%</b>	<b>\$</b>	<b>6,000</b>
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### *Facility Services*

Insurance	\$	-	\$	19,711.86	87.61%	\$	22,500
Maintenance & Custodial Service	\$	6,392.25	\$	77,752.09	91.47%	\$	85,000
Water	\$	353.30	\$	2,276.18	75.87%	\$	3,000
Natural Gas	\$	2,461.91	\$	10,672.20	76.23%	\$	14,000



Copier Maintenance & Usage		\$ 110.64	\$ 1,607.44	59.87%	\$ 2,685
<b>Total Facility Services</b>		<b>\$ 9,318.10</b>	<b>\$ 112,019.77</b>	<b>88.08%</b>	<b>\$ 127,185</b>

*Furniture & Technology*

Furniture		\$ -	\$ 24.99	0.42%	\$ 6,000
Technology Misc.		\$ 481.74	\$ 2,066.12	45.91%	\$ 4,500
<b>Total Furniture &amp; Technology</b>		<b>\$ 481.74</b>	<b>\$ 2,091.11</b>	<b>19.92%</b>	<b>\$ 10,500</b>
<b>Total Facilities Management</b>		<b>\$ 9,966.19</b>	<b>\$ 119,274.82</b>	<b>83.01%</b>	<b>\$ 143,685</b>

Totals

<b>Total Operating Expenses</b>		<b>\$ 153,810.22</b>	<b>\$ 1,514,678.37</b>	<b>91.10%</b>	<b>\$ 1,662,700</b>
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<b>Capital Improvement Reserve Fund</b>		<b>\$ -</b>	<b>\$ 60,000.00</b>	<b>100.00%</b>	<b>\$ 60,000</b>
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<b>Total Expenses</b>		<b>\$ 153,810.22</b>	<b>\$ 1,574,678.37</b>	<b>91.41%</b>	<b>\$ 1,722,700</b>
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<b>Total Income</b>		<b>\$40,236.11</b>	<b>\$1,698,753.67</b>	<b>98.61%</b>	<b>\$ 1,722,700</b>
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Prepared 5.15.25

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

	<b>Date</b>	<b>Transaction Type</b>	<b>Memo/Description</b>	<b>Amount</b>
<b>Alarm Detection Services</b>	04/14/2025	Bill Payment (Check)		-329.75
	04/01/2025	Bill	FIRE PANEL BATTERY REPLACEMENT	329.75
<b>AMAZON</b>	04/01/2025	Bill Payment (Check)		-640.66
	03/23/2025	Bill	SENSORY STORYTIME ITEMS	325.20
	03/19/2025	Bill	BOARD GAME REPLACEMENT	28.80
	03/22/2025	Bill	BOOK	12.79
	03/22/2025	Bill	BLU-RAY PLAYER & CASE	93.99
	03/20/2025	Bill	TABLECLOTHS FOR NEW TABLES	179.88
	04/14/2025	Bill Payment (Check)		-3,348.59
	04/09/2025	Bill	SRP PRIZES	483.74
	04/08/2025	Bill	WOOD PIECES FOR CRAFTING	14.88
	04/08/2025	Bill	SRP PRIZE BOOKS	513.87
	04/07/2025	Bill	MATS FOR SENSORY PLAY	49.95
	04/05/2025	Bill	CUPCAKE LINERS, PLASTIC CUPS	21.02
	04/05/2025	Bill	MISC. CRAFT SUPPLIES (BEADS, GLUE, BAGS, STRAWS, etc.)	122.63
	04/05/2025	Bill	CRAFT MATERIALS	10.44

04/05/2025	Bill	TEEN SPACE SUPPLIES	19.27
04/03/2025	Bill	BOOKS	84.83
04/03/2025	Bill	NAME TAGS, STAMPS, INKPADS FOR ARTISAN FAIR	31.02
04/02/2025	Bill	CRAFTING CLAY	4.62
04/02/2025	Bill	MISC.SRP PRIZES & SENSORY TOYS	1,014.56
03/30/2025	Bill	PLAY AREA TOYS	664.90
03/30/2025	Bill	SUMMER READING PRIZES	136.05
03/29/2025	Bill	BOOK	14.95
03/27/2025	Bill	FLOOR CORD COVER/CABLE MANAGEMENT CHILDREN'S ROOM	11.39
03/27/2025	Bill	BOOKS	26.82
03/26/2025	Bill	KIT REPLACEMENT WATCH	16.79
03/26/2025	Bill	CRAFT PAPER SUPPLIES	31.56
04/03/2025	Vendor Credit	REFUND FOR INVOICE #16XL- 939Y-67JD	-44.00
03/25/2025	Bill	CRAFT SUPPLIES	20.26
04/09/2025	Bill	DOLLHOUSE DOLL REPLACEMENTS	13.96
04/09/2025	Bill	CARS FOR PLAY AREA	38.99
04/09/2025	Bill	CRAFT & CHAT SUPPLIES	14.98
04/09/2025	Bill	SEED LIBRARY ENVELOPES	14.97
04/30/2025	Bill Payment (Check)		-1,688.21
04/14/2025	Bill	ADULT SUMMER READING PRIZES	235.91
04/26/2025	Bill	MEMORIAL DAY PARADE CANDY	432.92

04/26/2025	Bill	BOOKMARKS	39.45
04/23/2025	Bill	SNACKS FOR MOVIES	43.68
04/23/2025	Bill	BUTTON MAKING SUPPLIES	29.99
04/23/2025	Bill	PHOTO PAPER	17.99
04/22/2025	Bill	PONY BEADS	6.98
04/19/2025	Bill	BOOKS	24.79
04/17/2025	Bill	BOOKS FOR COMIC PROGRAM	46.68
04/16/2025	Bill	SRP PRIZES	34.00
04/15/2025	Bill	SRP PRIZES	331.17
04/13/2025	Bill	BOOKS	77.14
04/12/2025	Bill	MIDDLE SCHOOL MAKERS SUPPLIES	143.38
04/12/2025	Bill	STICKERS	37.24
04/12/2025	Bill	PICTURE HANGING SUPPLIES	72.35
03/31/2025	Bill	ART SUPPLIES	114.54
03/25/2025	Bill	BLU-RAY PLAYER CASE	16.14
04/03/2025	Vendor Credit	REFUND FOR INVOICE #16XL- 939Y-67JD	-44.00

**ANDERSON  
ELEVATOR  
COMPANY**

04/14/2025	Bill Payment (Check)		-225.00
04/02/2025	Bill	MONTHLY ELEVATOR MAINTENANCE	225.00

**Ann Torralba**

04/14/2025	Bill Payment (Check)		-700.00
04/14/2025	Bill	Little Miss Ann concert	700.00

**BAKER & TAYLOR  
L442365\*\***

04/14/2025	Bill Payment (Check)		-1,586.52
04/03/2025	Bill	SRP PRIZE BOOKS	322.92
04/03/2025	Bill	SRP PRIZES (BOOKS)	1,263.60
04/30/2025	Bill Payment (Check)		-27.76
04/14/2025	Bill	SRP BOOK	5.55
04/24/2025	Bill	SRP PRIZE BOOKS	22.21

**BayScan  
Technologies**

04/30/2025	Bill Payment (Check)		-172.00
04/16/2025	Bill	THERMAL RECEIPT PAPER	172.00

**CATHY KRUSE**

04/30/2025	Bill Payment (Check)		-6.02
04/25/2025	Bill	Mile reimbursement for dropping off solar eclipse glasses for recycling	6.02

**CATHY RUTMAN**

04/14/2025	Bill Payment (Check)		-405.00
02/28/2025	Bill	SUNSHINE COMMITTEE / EMPLOYEE GIFT CARDS REIMBURSEMENT	405.00

**CHICAGO TRIBUNE**

04/14/2025	Bill Payment (Check)		-409.99
03/16/2025	Bill	12 WEEK SUBSCRIPTION	409.99

#### **Cintas Fire Protection**

04/14/2025	Bill Payment (Check)		-324.00
04/14/2025	Bill	Feb AED subscription	108.00
03/31/2025	Bill	AED SUBSCRIPTION	108.00
04/14/2025	Bill		108.00

#### **Comcast BUSINESS**

04/14/2025	Bill Payment (Check)		-398.81
04/03/2025	Bill	INTERNET BILL APRIL 2025	398.81

#### **COMCAST BUSINESS (VoiceEdge\*)**

04/14/2025	Bill Payment (Check)		-703.72
04/14/2025	Bill	April 2025 phone bill	703.72

#### **DEMCO, INC.**

04/30/2025	Bill Payment (Check)		-1,562.04
04/18/2025	Bill	2 BOOK CARTS	946.30
04/10/2025	Bill	DYMO PRINTERS/ADULT & CHILDREN	481.74
04/22/2025	Bill	TECH SERVICES PROCESSING MATERIALS	134.00

#### **DREHOBL ART GLASS CO.**

04/30/2025	Bill Payment (Check)		-1,200.00
04/18/2025	Bill	WINDOW REPAIR	1,200.00

### Emily Compton

04/14/2025	Bill Payment (Check)		-50.00
03/21/2025	Bill	MEMORIAL DAY PARADE FEE	50.00

### Engberg-Anderson, Inc.

04/14/2025	Bill Payment (Check)		-4,240.00
04/14/2025	Bill	CAPITAL **Schematic design	4,240.00

### EZMail Services

04/30/2025	Bill Payment (Check)		-460.00
		PERMIT #119 ANNUAL FEE	
04/23/2025	Bill	BOOKPLATE MAILING 4/25	460.00

### GROVE MASONRY MAINTENANCE

04/30/2025	Bill Payment (Check)		-14,496.00
04/16/2025	Bill	CAPITAL ** MASONRY REPAIR	14,496.00

### Hoopla

04/14/2025	Bill Payment (Check)		-3,078.45
03/31/2025	Bill	MARCH HOOPLA DOWNLOADS	3,078.45

### HOY LANDSCAPING

04/14/2025	Bill Payment (Check)		-38.00
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03/24/2025	Bill	SNOW/ICE REMOVAL	38.00
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**Hulen Landscaping  
Contractors**

04/30/2025	Bill Payment (Check)		-1,752.00
04/09/2025	Bill	SPRING CLEAN-UP, SEEDING, MULCHING	1,752.00

**Ingram Library  
Services**

04/01/2025	Bill Payment (Check)		-3,165.10
03/19/2025	Bill	BOOKS	684.85
03/19/2025	Bill	BOOKS	720.39
03/19/2025	Bill	BOOK	13.18
03/19/2025	Bill	BOOK	13.19
03/19/2025	Bill	BOOK	11.06
03/19/2025	Bill	BOOK	13.32
03/21/2025	Bill	BOOKS	67.19
03/21/2025	Bill	BOOK	17.13
03/21/2025	Bill	BOOKS	96.44
03/21/2025	Bill	BOOK	33.09
03/21/2025	Bill	BOOK	33.94
03/21/2025	Bill	BOOK	12.94
03/21/2025	Bill	BOOK	19.73
03/21/2025	Bill	BOOKS	36.07



03/21/2025	Bill	BOOKS	67.70
03/21/2025	Bill	BOOKS	36.51
03/21/2025	Bill	BOOK	14.81
03/20/2025	Bill	BOOKS	37.83
03/20/2025	Bill	BOOKS	29.44
03/20/2025	Bill	BOOK	23.12
03/20/2025	Bill	BOOKS	133.91
03/20/2025	Bill	BOOKS	210.26
03/20/2025	Bill	BOOK	17.47
03/20/2025	Bill	BOOK	12.89
03/20/2025	Bill	BOOKS	208.01
03/20/2025	Bill	BOOK	21.59
03/19/2025	Bill	BOOKS	38.82
03/19/2025	Bill	BOOKS	39.57
03/19/2025	Bill	BOOK	9.88
03/19/2025	Bill	BOOK	16.15
03/19/2025	Bill	BOOKS	33.18
03/19/2025	Bill	BOOKS	21.13
03/19/2025	Bill	BOOKS	66.94
03/19/2025	Bill	BOOKS	35.69
03/19/2025	Bill	BOOK	17.28

03/19/2025	Bill	BOOKS	218.96
03/19/2025	Bill	BOOKS	34.05
03/19/2025	Bill	BOOKS	86.66
04/14/2025	Bill Payment (Check)		-4,343.32
03/28/2025	Bill	BOOKS	64.90
03/25/2025	Bill	BOOKS	41.74
04/02/2025	Vendor Credit	DAMAGED BOOK INVOICE #63157620	-21.43
04/03/2025	Vendor Credit	DAMAGED BOOK INVOICE #63156364	-12.94
03/25/2025	Bill	BOOK	16.90
03/25/2025	Bill	BOOK	11.16
03/25/2025	Bill	BOOK	12.46
03/26/2025	Bill	BOOKS	67.45
03/26/2025	Bill	BOOKS	36.21
03/26/2025	Bill	BOOK	17.71
03/26/2025	Bill	BOOKS	45.80
03/26/2025	Bill	BOOK	15.02
03/26/2025	Bill	BOOK	23.08
03/26/2025	Bill	BOOK	32.62
03/26/2025	Bill	BOOK	16.15
03/26/2025	Bill	BOOK	18.41
03/26/2025	Bill	BOOK	31.77

03/26/2025	Bill	BOOK	14.45
03/26/2025	Bill	BOOKS	62.06
03/26/2025	Bill	BOOKS	20.42
03/26/2025	Bill	BOOK	18.96
03/26/2025	Bill	BOOKS	26.42
03/26/2025	Bill	BOOK	12.94
03/26/2025	Bill	BOOK	18.60
03/26/2025	Bill	BOOKS	143.55
03/26/2025	Bill	BOOKS	77.40
03/26/2025	Bill	BOOKS	37.18
03/26/2025	Bill	BOOKS	746.09
03/26/2025	Bill	BOOKS	25.32
03/26/2025	Bill	BOOKS	37.20
03/26/2025	Bill	BOOKS	31.55
03/26/2025	Bill	BOOKS	54.10
03/26/2025	Bill	BOOK	20.72
03/26/2025	Bill	BOOKS	38.88
03/26/2025	Bill	BOOKS	30.55
03/26/2025	Bill	BOOK	20.46
03/26/2025	Bill	BOOKS	38.67
03/28/2025	Bill	BOOKS	76.09

03/28/2025	Bill	BOOK	18.60
03/28/2025	Bill	BOOK	12.05
03/28/2025	Bill	BOOK	17.70
03/28/2025	Bill	BOOK	17.13
03/28/2025	Bill	BOOK	17.13
03/28/2025	Bill	BOOK	16.15
03/31/2025	Bill	BOOKS	182.22
03/31/2025	Bill	BOOKS	54.56
03/31/2025	Bill	BOOK	27.75
03/31/2025	Bill	BOOK	14.08
03/31/2025	Bill	BOOK	11.95
03/31/2025	Bill	BOOK	16.48
03/31/2025	Bill	BOOKS	48.45
03/31/2025	Bill	BOOK	16.15
03/31/2025	Bill	BOOK	11.62
03/31/2025	Bill	BOOK	16.71
04/02/2025	Bill	IPAGE REVIEWS	386.16
04/02/2025	Bill	BOOKS	26.62
04/02/2025	Bill	BOOK	21.43
04/02/2025	Bill	BOOK	17.47
04/02/2025	Bill	BOOK	17.47

04/02/2025	Bill	BOOK	17.13
04/02/2025	Bill	BOOK	17.56
04/02/2025	Bill	BOOK	15.59
04/02/2025	Bill	BOOK	17.46
04/03/2025	Bill	BOOKS	28.88
04/03/2025	Bill	BOOKS	38.11
04/03/2025	Bill	BOOK	11.81
04/03/2025	Bill	BOOKS	71.02
04/03/2025	Bill	BOOK	17.05
04/03/2025	Bill	BOOKS	43.84
04/03/2025	Bill	BOOK	10.82
04/03/2025	Bill	BOOK	9.88
04/04/2025	Bill	BOOK	15.38
04/04/2025	Bill	BOOKS	47.82
04/04/2025	Bill	BOOKS	25.57
04/04/2025	Bill	BOOKS	25.32
04/04/2025	Bill	BOOKS	81.60
04/04/2025	Bill	BOOKS	50.30
04/04/2025	Bill	BOOK	12.89
04/04/2025	Bill	BOOK	24.25
04/04/2025	Bill	BOOK	18.03

04/04/2025	Bill	BOOK	18.60
04/04/2025	Bill	BOOK	12.94
04/04/2025	Bill	BOOKS	36.28
04/04/2025	Bill	BOOKS	90.73
04/04/2025	Bill	BOOK	20.15
04/04/2025	Bill	BOOK	17.61
04/04/2025	Bill	BOOK	17.61
04/04/2025	Bill	BOOKS	42.31
04/04/2025	Bill	BOOK	11.06
04/04/2025	Bill	BOOK	17.28
04/08/2025	Bill	BOOKS	67.70
04/08/2025	Bill	BOOKS	23.62
04/08/2025	Bill	BOOK	18.60
04/08/2025	Bill	BOOKS	187.43
04/08/2025	Bill	BOOK	7.96
04/08/2025	Bill	BOOK	8.38
04/08/2025	Bill	BOOK	35.17
04/08/2025	Bill	BOOK	25.25
04/08/2025	Bill	BOOKS	26.06
04/08/2025	Bill	BOOKS	16.12
04/08/2025	Bill	BOOK	17.14

04/08/2025	Bill	BOOKS	33.74
04/08/2025	Bill	BOOK	14.81
04/08/2025	Bill	BOOK	12.38
04/08/2025	Bill	BOOK	12.94
04/08/2025	Bill	BOOK	14.64
04/30/2025	Bill Payment (Check)		-4,098.36
04/23/2025	Bill	BOOKS	30.74
04/17/2025	Bill	BOOK	21.40
04/17/2025	Bill	BOOKS	64.28
04/17/2025	Bill	BOOKS	82.87
04/17/2025	Bill	BOOK	7.96
04/17/2025	Bill	BOOKS	107.34
04/17/2025	Bill	BOOK	17.61
04/17/2025	Bill	BOOKS	62.58
04/17/2025	Bill	BOOKS	33.47
04/17/2025	Bill	BOOKS	33.99
04/17/2025	Bill	BOOKS	19.76
04/18/2025	Bill	BOOK	15.63
04/18/2025	Bill	BOOKS	43.35
04/18/2025	Bill	BOOK	13.96
04/18/2025	Bill	BOOKS	51.90

04/22/2025	Bill	BOOK	18.78
04/22/2025	Bill	BOOK	21.43
04/22/2025	Bill	BOOKS	74.69
04/22/2025	Bill	BOOK	15.71
04/22/2025	Bill	BOOK	9.75
04/22/2025	Bill	BOOK	20.69
04/22/2025	Bill	BOOKS	80.59
04/22/2025	Bill	BOOK	29.90
04/22/2025	Bill	BOOK	21.32
04/22/2025	Bill	BOOKS	75.82
04/22/2025	Bill	BOOK	4.82
04/22/2025	Bill	BOOK	9.88
04/23/2025	Bill	BOOK	20.72
04/23/2025	Bill	BOOK	12.32
04/23/2025	Bill	BOOKS	56.92
04/23/2025	Bill	BOOK	12.38
04/23/2025	Bill	BOOKS	173.33
04/23/2025	Bill	BOOKS	176.50
04/23/2025	Bill	BOOKS	43.58
04/23/2025	Bill	BOOK	18.60
04/23/2025	Bill	BOOKS	112.30



04/23/2025	Bill	BOOKS	25.24
04/23/2025	Bill	BOOKS	33.52
04/23/2025	Bill	BOOK	13.52
04/23/2025	Bill	BOOKS	51.36
04/23/2025	Bill	BOOK	19.30
04/23/2025	Bill	BOOK	13.19
04/23/2025	Bill	BOOK	12.13
04/25/2025	Bill	BOOKS	73.09
04/25/2025	Bill	BOOK	12.94
04/25/2025	Bill	BOOKS	53.04
04/25/2025	Bill	BOOKS	40.75
04/25/2025	Bill	BOOKS	38.33
04/25/2025	Bill	BOOKS	36.92
04/25/2025	Bill	BOOK	21.43
04/25/2025	Bill	BOOKS	91.31
04/25/2025	Bill	BOOK	17.89
04/25/2025	Bill	BOOKS	52.26
04/25/2025	Bill	BOOKS	35.09
04/25/2025	Bill	BOOK	10.21
04/25/2025	Bill	BOOK	11.95
04/25/2025	Bill	BOOK	9.42

04/25/2025	Bill	BOOKS	31.07
02/07/2025	Bill	BOOKS	70.03
04/18/2025	Vendor Credit	BOOK MISTAKEN DUPLICATE ORDER (SPECIAL CREDIT ISSUED)	-18.59
04/21/2025	Vendor Credit	INVOICE #63140321	-98.79
04/10/2025	Bill	BOOKS	72.90
04/24/2025	Vendor Credit	CREDIT FOR INVOICE #67804710	-7.07
04/10/2025	Bill	BOOK	18.60
04/10/2025	Bill	BOOK	21.43
04/10/2025	Bill	BOOK	12.38
04/10/2025	Bill	BOOK	18.03
04/10/2025	Bill	BOOKS	54.07
04/10/2025	Bill	BOOK	17.61
04/10/2025	Bill	BOOK	35.50
04/10/2025	Bill	BOOK	23.12
04/10/2025	Bill	BOOK	12.35
04/10/2025	Bill	BOOK	17.25
04/11/2025	Bill	BOOKS	28.21
04/11/2025	Bill	BOOKS	28.52
04/11/2025	Bill	BOOKS	38.27
04/11/2025	Bill	BOOKS	38.43
04/11/2025	Bill	BOOK	15.31

04/11/2025	Bill	BOOKS	97.45
04/11/2025	Bill	BOOK	12.38
04/11/2025	Bill	BOOK	12.38
04/11/2025	Bill	BOOK	11.81
04/11/2025	Bill	BOOKS	53.55
04/11/2025	Bill	BOOKS	35.43
04/11/2025	Bill	BOOK	11.06
04/11/2025	Bill	BOOK	11.57
04/11/2025	Bill	BOOKS	64.80
04/11/2025	Bill	BOOK	19.73
04/11/2025	Bill	BOOK	18.59
04/11/2025	Bill	BOOKS	38.30
04/11/2025	Bill	BOOKS	232.87
04/11/2025	Bill	BOOKS	144.19
04/11/2025	Bill	BOOK	17.71
04/11/2025	Bill	BOOKS	210.12
04/11/2025	Bill	BOOKS	33.14
04/11/2025	Bill	BOOKS	31.71
04/15/2025	Bill	BOOK	15.38
04/15/2025	Bill	BOOK	18.60
04/15/2025	Bill	BOOKS	217.20

04/15/2025	Bill	BOOK	12.05
04/17/2025	Bill	BOOKS	59.95

**Kanopy**

04/14/2025	Bill Payment (Check)		-193.80
03/31/2025	Bill	MARCH KANOPY CHECKOUTS	193.80

**KLEIN, THORPE &  
JENKINS, LTD**

04/30/2025	Bill Payment (Check)		-362.50
04/28/2025	Bill	7 DAY LETTER/ ANNUAL TIMELINE	362.50

**Konica Business  
Solutions**

04/14/2025	Bill Payment (Check)		-110.64
04/14/2025	Bill	March 2025 copy usage	100.18
04/14/2025	Bill	April 2025 copy maintenance	10.46

**Konica Premier  
Finance**

04/14/2025	Bill Payment (Check)		-218.28
03/24/2025	Bill	COPIER LEASE PAYMENT	218.28
04/30/2025	Bill Payment (Check)		-239.68
04/28/2025	Bill	COPIER LEASE PAYMENT	239.68

**Library Market**

04/14/2025	Bill Payment (Check)		-3,250.00
03/16/2025	Bill	WEBSITE HOSTING & CALENDAR	3,250.00

**LUCY ROSE TILL-  
CAMPBELL**

04/30/2025	Bill Payment (Check)		-56.00
04/15/2025	Bill	TRAVEL REIMBURSEMENT FOR MENTAL HEALTH FIRST AID CERTIFICATION	56.00

**Mid-America  
Graphics**

04/30/2025	Bill Payment (Check)		-2,113.00
04/21/2025	Bill	SPRING/SUMMER BOOKPLATE	2,113.00

**MIDWEST TAPE**

04/01/2025	Bill Payment (Check)		-108.28
03/21/2025	Bill	BLU-RAY	46.67
03/21/2025	Bill	DVD	27.43
03/21/2025	Bill	BLU-RAYS	34.18
04/14/2025	Bill Payment (Check)		-196.81
03/27/2025	Bill	AUDIOBOOK CD	42.98
03/27/2025	Bill	BLU-RAY & DVD	40.62
03/27/2025	Bill	DVD	46.23
04/02/2025	Bill	AUDIOBOOK CD	66.98
04/30/2025	Bill Payment (Check)		-500.25
04/16/2025	Bill	PLAYAWAY	59.99
04/10/2025	Bill	DVD	29.68
04/10/2025	Bill	DVDS	100.72

04/10/2025	Bill	AUDIOBOOK CD	45.98
04/17/2025	Bill	AUDIOBOOK CDS	139.94
04/24/2025	Bill	AUDIOBOOK CDS	88.96
04/24/2025	Bill	BLU-RAY	34.98

#### **NICOR GAS**

04/14/2025	Bill Payment (Check)		-1,244.42
03/26/2025	Bill	GAS BILL FEB-MARCH 2025	1,244.42
04/30/2025	Bill Payment (Check)		-1,217.49
04/22/2025	Bill	GAS BILL 3/20/2025 - 4/17/2025	1,217.49

#### **OAK PARK TOWNSHIP YOUTH SERVICES**

04/30/2025	Bill Payment (Check)		-1,283.50
04/22/2025	Bill	QUARTER 3: 1-3/2025	1,283.50

#### **OUTSOURCE SOLUTIONS GROUP, INC.**

04/30/2025	Bill Payment (Check)		-3,506.99
04/18/2025	Bill	Office 365, ipad security software, April tech support	3,506.99

#### **OverDrive**

04/01/2025	Bill Payment (Check)		-3,160.06
03/22/2025	Bill	17 EBOOKS 12 AUDIOBOOKS	1,273.24
03/18/2025	Bill	2 EBOOKS 1 AUDIOBOOK	106.87

03/17/2025	Bill	12 EBOOKS	293.07
03/21/2025	Bill	25 EBOOKS 7 AUDIOBOOKS	1,447.59
03/21/2025	Bill	1 EBOOK	39.29
04/14/2025	Bill Payment (Check)		-538.78
04/08/2025	Bill	4 EBOOKS, 2 AUDIOBOOKS	272.81
04/01/2025	Bill	4 EBOOKS,1 AUDIOBOOK	113.98
03/25/2025	Bill	3 EBOOKS, 1 AUDIOBOOK	151.99
04/30/2025	Bill Payment (Check)		-4,230.54
04/15/2025	Bill	23 EBOOKS, 26 AUDIOBOOKS	2,557.33
04/15/2025	Bill	31 EBOOKS, 1 AUDIOBOOK	1,007.31
04/15/2025	Bill	1 EBOOK, 1 AUDIOBOOK	140.00
04/22/2025	Bill	9 EBOOKS , 2 AUDIOBOOKS	465.91
04/17/2025	Bill	1 EBOOK	59.99

**PROFESSIONAL  
IMAGE**

04/30/2025	Bill Payment (Check)		-81.45
04/24/2025	Bill	TRUSTEE NAMETAGS	81.45

**Rhonda Fentry**

04/01/2025	Bill Payment (Check)		-60.00
03/26/2025	Bill	YOGA INSTRUCTOR FEE 4/12/25	60.00

**S&D PRIME  
MAINTENANCE,INC**

04/14/2025	Bill Payment (Check)		-1,740.00
03/31/2025	Bill	MARCH 2025 MAINTENANCE SERVICE	861.40
01/31/2025	Bill	JANUARY MAINTENANCE	878.60
04/30/2025	Bill Payment (Check)		-682.50
04/14/2025	Bill	50% DEPOSIT WATER FOUNTAIN ACCESS PANEL INSTALLATION	682.50

### SCARCE

04/14/2025	Bill Payment (Check)		-650.00
04/14/2025	Bill	Scarce programs	650.00

### Shannon Gruber

04/14/2025	Bill Payment (Check)		-26.97
03/21/2025	Bill	VALENTINE'S DAY TREAT SUNSHINE COMMITTEE/ REIMBURSEMENT	26.97
04/30/2025	Bill Payment (Check)		-33.54
04/05/2025	Bill	SNACKS FOR ARTISAN FAIR VENDORS	33.54

### Smithereen Pest Management

04/14/2025	Bill Payment (Check)		-51.00
04/01/2025	Bill	PEST CONTROL SERVICE	51.00

### Staples

04/14/2025	Bill Payment (Check)		-657.21
03/25/2025	Bill	PAPER TOWEL, TOILET PAPER, SOAP TONER CARTRIDGES, PAPERCLIPS, TAPE	657.21



**SWAN**

04/30/2025	Bill Payment (Check)		-6,089.75
04/03/2025	Bill	SWAN FEES /APRIL-JUNE	6,089.75

**TODD KERSH**

04/01/2025	Bill Payment (Check)		-300.00
03/26/2025	Bill	VENTI WIND QUINTET CONCERT	300.00

**VILLAGE OF RIVER  
FOREST**

04/14/2025	Bill Payment (Check)		-353.30
04/01/2025	Bill	JAN-FEB WATER BILL	353.30
04/14/2025	Bill Payment (Check)		-50.00
04/01/2025	Bill	ELEVATOR INSPECTION FEE	50.00
04/14/2025	Bill Payment (Check)		-7,330.86
04/14/2025	Bill	March 2025 IMRF	7,330.86
04/14/2025	Bill Payment (Check)		-5,679.10
04/14/2025	Bill	Health insurance March 2025	5,679.10

**William Pack**

04/01/2025	Bill Payment (Check)		-325.00
03/26/2025	Bill	DEATH DEYFING ACTS: THE HISTORY OF THE CIRCUS/PRESENTER FEE	325.00

**Byline Credit Card April 2025**  
**Ending Balance:\$2642.06**

Date	Payee	Memo	Charge	Payment	Type	Account
04/30/2025	BOOKSHOP.ORG	GIFT CARD FOR 100BBHS COMPLETION	15.00		Expense	Teen Expenses:Programs-Teen
04/30/2025	META	FACEBOOK AD/LOCAL ARTISAN FAIR APRIL 2025	4.88		Expense	Marketing:Advertisement
04/30/2025	EVVNT	EVVNT AD (WEDNESDAY JOURNAL) FOR JUNETEENTH EVENT	39.00		Expense	Marketing:Advertisement
04/29/2025	The Atlantic	1 YR. THE ATLANTIC SUBSCRIPTION	114.99		Expense	Adult Expenses:Periodicals - Adult
04/28/2025	FedEx ELAN	LIBRARY SIGNAGE/HANGING SUPPLIES	93.49		Expense	Library and Office Expenses:Library Supplies
04/23/2025	FINANCIAL SERVICES	Credit card statement: 3-14-25 to 4-11-25		2,912.98	Expense	BYLINE Operations
04/23/2025	Stamps.com	MONTHLY STAMPS.COM FEE	19.99		Expense	Support Services:Postage
04/22/2025	4IMPRINT	BRANDED STICKY BOOKS	503.68		Expense	Marketing:Advertisement
04/22/2025	THREADLESS	LIBRARY BRANDED APPAREL	329.10		Expense	Marketing:Advertisement
04/18/2025	WALL STREET JOURNAL	Adult WSJ MONTHLY CHARGE	64.99		Expense	Adult Expenses:Periodicals - Adult
04/18/2025	Jewel Foods	SNACK FOR FILM LOVER FRIDAY	6.64		Expense	Adult Expenses:Programs - Adult
04/17/2025	Jewel Foods	SNACKS FOR MOVIE & SNACK REACHING FORWARD	70.74		Expense	Special Programs:Connections Programs
04/15/2025	ILA	REGISTRATION/BIAN	175.00		Expense	Capital Expense:Capital Room Renovation Phase Two:Professional Services

04/14/2025	THREADLESS	LIBRARY BRANDED APPAREL	680.56	Expense	Marketing:Advertisement
04/14/2025	INSTANT PROMOTION	NEW BRANDED TENT CANOPY	524.00	Expense	Marketing:Advertisement Online e-
04/11/2025	AMAZON	11 KINDLE TITLES	162.89	Expense	Content:eContent - Adult
04/10/2025	Target	PAPER PLATES	16.51	Expense	Teen Expenses:Programs- Teen
04/10/2025	MobileBeacon	HOTSPOT SERVICE PLANS	240.00	Expense	Online e-Content:Other Online eContent
04/09/2025	Uprinting.com	NEW LIBRARY LOGO STICKERS	77.76	Expense	Marketing:Advertisement
04/09/2025	Jewel Foods	PANCAKE SUPPLIES FOR POETRY FOR PANCAKES	34.33	Expense	Teen Expenses:Programs- Teen
04/09/2025	MICHAELS	TEEN SPACE FLORAL DECOR	41.17	Expense	Teen Expenses:Programs- Teen
04/08/2025	WIZARD PINS	BRANDED LIBRARY PINS & BOTTLE OPENERS	1,131.50	Expense	Adult Expenses:Programs - Adult
04/04/2025	FIESTA BEATS ENTERTAINM ENT	FIESTA B PHOTO BOOTH DEPOSIT	200.00	Expense	Special Programs
04/04/2025	PANERA BREAD	COFFEE MONDAY /COFFEE & BAGELS	34.27	Expense	Adult Expenses:Programs - Adult
04/03/2025	Alpine Subs	CRAFT FAIR VENDOR SANDWICHES	110.15	Expense	Special Programs Children's
04/03/2025	Target	STEM SUPPLIES	12.74	Expense	Expenses:Programs - Children's

# River Forest Public Library

## Fund Balances

As of April 30, 2025

Prepared 5.16.25

4/30/2025

### CHECKING/SAVINGS - OPERATIONS FUND

#### Operations Current

#### Interest Rate

ICS Operations	0.50%	80,947.99
Byline Operations	0.40%	50,014.55
CIBC Operations	0.00%	150,000.00
Petty Cash		40.00

TOTAL OPERATIONS CHECKING/SAVINGS 281,002.54

#### Maturity Date

#### CDARS Reserves

#### Interest Rate

5/22/2025	OP CD 1 MONTH - CIBC	2.95%	250,906.19
6/26/2025	OP CD 3 MONTHS - CIBC	3.25%	102,059.02
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
9/25/2025	OP CD 6 MONTHS- CIBC	3.75%	103,965.72
11/28/2025	OP CD 1 YEAR- CIBC	3.50%	56,305.96

TOTAL CDARS Reserves Operations 925,118.80

### TOTAL OPERATIONS FUND

**1,206,121.34**

### CHECKING/SAVINGS - CAPITAL ACCOUNT

#### Interest Rate

ICS Capital	0.50%	171,240.90
Byline Capital	0.40%	5,763.09

TOTAL CAPITAL CHECKING/SAVINGS 177,003.99

#### Maturity Date

#### CDARS Reserves

#### Interest Rate

6/26/2025	CAP CD 3 MONTHS- CIBC	3.25%	250,000.00
6/26/2025	CAP CD 3 MONTHS- CIBC	3.25%	231,019.07
7/10/2025	CAP CD 3 MONTHS- CIBC	3.15%	52,221.66
8/7/2025	CAP CD 6 MONTHS- CIBC	3.75%	51,917.60
8/14/2025	CAP CD 6 MONTHS- CIBC	3.75%	259,359.13
10/9/2025	CAP CD 6 MONTHS- CIBC	3.65%	52,221.66
10/9/2025	CAP CD 6 MONTHS- CIBC	3.65%	52,221.66

TOTAL CDARS Reserves Capital 948,960.78

### TOTAL CAPITAL FUND

**1,125,964.77**

### TOTAL OPERATIONS/CAPITAL FUNDS

**2,332,086.11**



River Forest Public Library -Capital Reserve Fund

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

Apr-25

Capital Reserve Account Balances

ICS Capital Reserve		\$	171,240.90 *
Byline Capital Checking		\$	5,763.09
<b>Total Capital Reserve Checking / Savings</b>		<b>\$</b>	<b>177,003.99</b>
<b>Total Capital CDARS Reserve</b>		<b>\$</b>	<b>948,960.78</b>
<b>Total Capital Reserve Fund</b>		<b>\$</b>	<b>1,125,964.77</b>

Revenues

Capital grants for new tables and tablecloths	4/10/2025	\$	10,944.88
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Expenses

Engberg Anderson - Schematic Design Room Renovation	4/30/2025	\$	4,240.00
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Transfers

Income

Interest- Checking / ICS	4/30/2025	\$	71.49
Interest- CDARS	4/30/2025	\$	1,264.23

Prepared: 5.16.25

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

## **2025 ANNUAL RESOLUTION AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS**

**WHEREAS**, the River Forest Public Library is a tax-supported public library; and

**WHEREAS**, people residing within the jurisdictional boundaries of the River Forest Public Library pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

**WHEREAS**, 75 ILCS 5/4-7(12) stipulates that "A person residing outside of a public library service area must apply for a non-resident library card at the public library located closest to the person's principal residence"; and

**WHEREAS**, the Office of the Illinois Secretary of State has issued regulations defining the "closest public library" and also providing three formulae which public libraries can use to determine the non-resident fee; and

**WHEREAS**, the Board of Library Trustees of the River Forest Public Library has determined for the 12 month period, commencing June 1, 2025 and ending May 31, 2026 to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

### **NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF THE RIVER FOREST PUBLIC LIBRARY AS FOLLOWS:**

**Section 1:** Individuals residing beyond the jurisdictional boundaries of the River Forest Public Library whose closest public library is the River Forest Public Library, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the River Forest Public Library, may purchase a nonresident fee card for the price of \$355.21, calculated according to the box which is checked-off below:

☒ General Mathematical Formula (23 Ad. Code 3050.60(a));

☐ Tax Bill Method (23 Ad. Code 3050.60(b)); or

☐ Average Non-Resident Fee (23 Ad. Code 3050.60(c)), if authorized by the Director of this Illinois State Library.

Notwithstanding the foregoing, the non-resident fee shall not apply to individuals who qualify for the Veterans Disability Exemption under 23 Ad. Code 3050.60(d) or for Cards for Kids under 23 Ad. Code 3050.75.

**Section 2:** Individuals residing beyond the jurisdictional boundaries of the River Forest Public Library, but owning or leasing (as an individual, a partner, the principal stockholder, or other joint owner) property that is taxed for library service within the jurisdictional boundaries of the River Forest Public Library, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the River Forest Public Library, notwithstanding anything to the contrary in this Resolution,

may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

**Section 3:** The Director of the River Forest Public Library shall notify the regional library system in writing within 30 days of the adoption of this Resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

**Section 4:** The River Forest Public Library shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

**Section 5:** The River Forest Public Library shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

**Section 6:** The Policy of the River Forest Public Library for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

**Section 7:** A valid non-resident library card issued by the River Forest Public Library pursuant to this Resolution shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

**Section 8:** No non-resident is eligible to receive a "local use" library card from the River Forest Public Library.

ADOPTED this 20th day of May, 2025 by a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ADOPTED by the President and Board of Library Trustees of the River Forest Public Library.

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Scott Delano, President

ATTEST

---

Ann Berens, Vice President

## Strategic Directions

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

We continue to meet with **Engberg Anderson Architects** to develop the design for Phase Two of the Room Renovation project, and hope to put the project out to bid this summer, for fall or winter construction.



*Spaces*

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



*Community*

We held our first ever **Local Artisan Fair** this April, planned by Fran Arnold (Marketing & PR Specialist), Shannon Gruber (ATS Manager), Melaina Maraldi (Children's Manager), and Dee Dee Carr (Materials Services Associate). We hosted 12 local artisans and 2 staff artisans (LucyRose and Koko) who displayed various wares, including ceramics, jewelry, print art, glassworks, and even coffee. The event included several live workshops and a chance to win one of three raffle baskets, each with donated items from the artisans.



Over 250 people attended, some saying it was their first visit to the Library. Attendees got a raffle ticket if they visited every table, and 94 people earned a raffle ticket. It was a wonderful community building event!



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

Children's had an awesome indoor concert this month on our beautiful 2nd floor. **Little Miss Ann** - who has received the John Lennon Songwriting award, Parents Picks' Award, NAAPA award, and Parent's Choice Award - performed a dynamic and interactive show for kids and their caregivers!! 87 patrons attended the concert.



*Events, Services  
& Collections*

**Craft & Chat**, our popular adult crafting program, met this month to paint some spring decor. We had 12 patrons attend and we had fun being creative!



Over 30 patrons joined us for a performance from the **Venti Wind Quintet** on the 2<sup>nd</sup> floor of the Library. This was our first time having the Quintet and everyone really enjoyed it!

April is National Poetry Month and Anne Kowalski, our Middle School & Teen Librarian, hosted one of her most popular programs - **Poems for Pancakes**. 12 students read their favorite poems to get a fresh, homemade pancake made by Anne. As a passive program for teens this month, Anne placed folded poems in a jar for students to take and they really loved them! We even had smaller children come up and read the poems to their parents.

### Indicators Key Performance

Category	February 2025	March 2025	April 2025	FY Total
Physical item circulation - initial checkouts	12,611	12,748	12,547	153,866
Digital item circulation	4,883	5,518	5,402	60,509
<b>Total Circulation</b>	<b>17,494</b>	<b>18,266</b>	<b>17,949</b>	<b>214,375</b>
Programs for Adults	14 programs 216 attendees	15 programs 253 attendees	14 programs 183 attendees	144 programs 2,445 attendees
Programs Middle School aged children	7 programs 83 attendees	6 programs 49 attendees	8 programs 66 attendees	99 programs 1,549 attendees
Programs for Children	28 programs	27 programs	26 programs	323 programs

	1,545 attendees	1,394 attendees	1388 attendees	19,558 attendees
Library-Wide Programs	0 programs 0 attendees	0 programs 0 attendees	1 programs* 250 attendees	15 programs 1,107 attendees
<b>Total Programs</b>	49 programs 1,844 attendees	47 programs 1,696 attendees	48 programs 1,637 attendees	581 programs 24,659 attendees
Children's Play Area Visits	2,167	2,232	2,237	23,440
New cardholders added	19	30	31	400
<b>Total cardholders</b>	8,111	8,115	6,414**	6,414
Website sessions	6,846	7,866	8,057	86,292
Patron visits	8061	9,073	10,423	121,819
Instagram Followers	1,519	1,532	1,576	1,576
Facebook Followers	1,432	1,438	1,429	1,429

\*Local Artisan Fair

\*\*SWAN purged user records that had been inactive for 5 years, so cardholders decreased in April. In the past, SWAN purged user records that had been inactive for 7 years, but they changed their practice to 5 years, so the decrease was more dramatic than before.

### Staff Updates

Children's Associate LucyRose Till-Campbell attended a training about mental health first aid. The training was to help professionals learn how to handle mental health situations, and to provide resources to aid in helping individuals who might be having a mental health crisis in the library.

### Financial Highlight

Zabinski Consulting will close out our fiscal year in the coming months. Part of their process is to move expenses to their proper fiscal year. For example, SWAN charges on a quarterly basis, so the April – June bill payment will be split into two fiscal years. This will allow Lauterbach & Amen to calculate our FY24-25 excess revenues over expenditures amount.

### Facility highlights

- Masonry and exterior glass repairs were completed in April. Second floor interior restoration work began on April 28<sup>th</sup>. The north side plaster repairs are complete and ACR Restores has begun work on the south side.
- The new Barbara Hall tables arrived and they are beautiful!

### Committee updates

Policy Committee met on April 21<sup>st</sup>.

Facilities Committee met on May 13<sup>th</sup>.

Respectfully submitted,

Emily Compton  
May 16, 2025

River Forest Public Library  
**Policy Committee Meeting**

**MINUTES - DRAFT**

**Monday, April 21<sup>st</sup>, 2025 at 2:00 pm**

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

**Call to Order:** Chairperson Long called the meeting to order at 2:01 pm.

**Minutes:**

1. January 27<sup>th</sup>, 2025 Committee meeting minutes deemed approved.
2. Board Bylaws  
The Committee discussed the responsibilities of the Treasurer as it relates to the budget and the audit. Minor changes were made for clarity.
3. Oversight II. Fiscal Accountability. C. Capital Asset  
Minor changes made for clarity.
4. Staff IV. Staff & Trustee Development  
Minor changes made for clarity.
5. Staff V. Expense Reimbursement  
Minor changes made for clarity.
6. Staff VI. Accidents & First Aid  
Minor changes made for clarity.
7. Staff XI. Infectious Materials  
Minor changes made for clarity.

Next Meeting: The next meeting will be scheduled at a later date.

**Adjournment:** Trustee Ruggeri moved to adjourn the meeting at 3:04 pm. Trustee Saddleton seconded.

**River Forest Public Library  
Facilities Committee Meeting  
MINUTES- DRAFT  
Tuesday, May 13<sup>th</sup>, 2025 at 10:30am**

**Call to Order:** Trustee Delano called the meeting to order at 10:39am.

**Present:** Committee members Scott Delano, Elan Long, Ann Berens. Scott Delano left the meeting from 11:00am to 11:45am and left again at 12:23pm.

**Committee members absent:** Cathy Ruggeri

**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 (EA) Architect Shaun Kelly and Designer Isela Catania

**Old Business:**

- a. Room renovation project- workshop with Engberg Anderson Architects
  - a. Mr. Kelly presented the timeline for going out to bid. The Board will need to approve the contract, most likely at the July meeting. If that date doesn't work, there may need to be a special board meeting.
  - b. EA reviewed the floor plan and finishes that had been chosen at previous meetings. Glass windows above the shelving were included as an alternate that may be added on.
  - c. Built-in storage plans were shown for the Children's Services' workspace and the community room. Millwork cabinet doors will be more affordable than custom doors in the Community Room. The drain for the sprinkler system will be in the closet in the Community Room.
  - d. Mr. Kelly presented accessories for the family restroom including the toilet paper dispenser, grab bars, and baby change table. A jump seat could be installed since there is more room in the bathroom now, but isn't necessary.
  - e. Room signage is governed by ADA code. The text must be uppercase letters and three dimensional with braille. There are font options that are ADA compliant. The colors need to be enough of a contrast to see a difference. The rooms will need to be named. The group discussed what kind of whiteboard will be in the room. A glass whiteboard is nicer but more expensive than a magnetic one.
  - f. Door hardware can include a kickplate, door stop, and a closer if desired. The emergency exit door and workspace door will have panic hardware. The emergency exit door will have an alarm.
  - g. Ms. Catania outlined the finishes that the committee chose and clarified a few options like the backsplash by the Community Room sink. The group talked about storage bins and a mobile charging cart for devices.

**New Business:**

- a. The committee did not discuss new business.

**Adjournment:** A motion was made by Trustee Long to adjourn the meeting at 12:41pm. It was seconded by Trustee Berens.

### **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

*Adopted May 2025*

## MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: May 15, 2025

RE: Facility Assessment Comparison

The Library's last professional facility assessment was completed in 2010. The Library needs a current facility assessment for three reasons –

1. We need to budget and plan for Capital projects with current professional recommendations and pricing estimates.
2. The Illinois State Library's Public Library Construction Grant Program now requires applicants to have a facilities plan to apply for construction grants. A facility assessment would enable the Library to apply for construction grants – like the \$50,000 Accessibility Grant we received for phase two of the room renovation project - in the future.
3. The Library's auditors now require a detailed Capital Asset Policy, including an inventory and useful life of capital assets. The study would allow us to comply with this requirement.

There are three proposals in your packet, and a breakdown of each is included below. I look forward to discussing the proposals with you all and hope you can vote to accept one. Upon accepting a proposal, I will submit a grant request to the RFPL Foundation to fund the facility assessment.

	Building Envelope	Engberg Anderson	Terracon
What's Included	Assessment of <ul style="list-style-type: none"><li>• Exterior walls/windows (drone)</li><li>• Roof (drone)</li><li>• Parking lot and walkways</li><li>• Mechanical, electrical, plumbing</li><li>• Kitchen equipment, furniture, flooring</li></ul>	Assessment of <ul style="list-style-type: none"><li>• Exterior architectural components (paving, roof, walls/windows – roof is assessed based on age, type, and inspection reports (no drone))</li><li>• Mechanical, electrical, plumbing (assisted by IMEG)</li><li>• Interior architectural components</li><li>• Limited technology</li></ul>	Assessment of <ul style="list-style-type: none"><li>• Exterior building envelope (walls/windows, doors, caulk, trim)</li><li>• Roof and Façade (drone)</li><li>• Mechanical, electrical, plumbing</li><li>• Elevator</li><li>• Interior finishes</li><li>• Site and civil</li><li>• Structural</li></ul>

		<ul style="list-style-type: none"> <li>• Site spacing at main entry</li> <li>• Elevator (assessed based on age, type, and inspection reports)</li> </ul>	<ul style="list-style-type: none"> <li>• Life safety/fire</li> <li>• ADA accessibility</li> </ul> <p>Local Agency Review (determines if facility conforms with zoning/building codes)</p>
Available at Additional Cost	<ul style="list-style-type: none"> <li>• Construction plans and bidding documents</li> </ul>	<ul style="list-style-type: none"> <li>• Site and civil</li> <li>• Structural analysis</li> <li>• AV components assessment</li> <li>• Furniture assessment</li> <li>• Testing of building systems</li> <li>• Energy consumption audit</li> <li>• Detailed elevator review (\$3,000 - recommended only if having issues with elevator)</li> <li>• Third party roof assessment with drone (\$1,900 - recommended only if having issues with roof)</li> </ul>	<ul style="list-style-type: none"> <li>• Mechanical, electrical, plumbing specialist (\$6,000)</li> <li>• Enhanced ADA scope of work (\$5,000)</li> </ul>
Report Format and Timeline	<p>PDF within 15 business days after inspection -</p> <ul style="list-style-type: none"> <li>• Summary</li> <li>• Diagrams noting areas of concern</li> <li>• Photos</li> <li>• Estimated remaining service life of items</li> <li>• Recommendations for repair</li> <li>• Budget estimates for each item</li> </ul>	<p>Within 90 days of signed contract -</p> <ul style="list-style-type: none"> <li>• Summary</li> <li>• An Excel workbook with life expectancy and replacement cost schedules</li> </ul>	<p>Draft within 20-25 business days after site visit, final 5 business days after our comments –</p> <ul style="list-style-type: none"> <li>• Property condition report</li> <li>• Capital reserve tables (Immediate Repair Cost Estimate Table, Capital Reserve Cost Estimate Table, ADA Cost Estimate Table)</li> <li>• Photos</li> </ul>
Fee	\$14,900	\$12,850 + Reimbursable expenses	\$12,500 (base) (+\$6,000 to add MEP specialist = \$18,500)

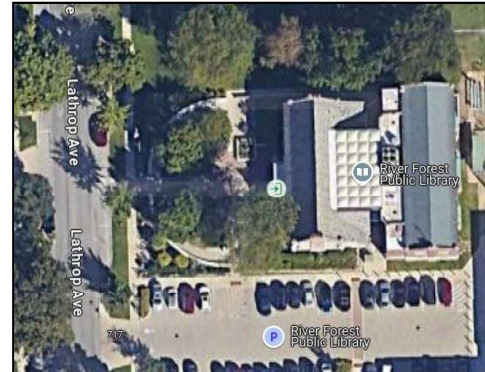


Division of Building Envelope Consultants, Ltd.

Detroit, MI  
Chicago, IL  
Tiburon, CA  
Denver, CO  
St. Louis, MO  
Indianapolis, IN  
Minneapolis, MN  
Kansas City, MO  
**HQ: Waukesha, WI**

February 28, 2025

Emily Compton  
Director  
River Forest Public Library  
735 Lathrop Avenue  
River Forest, IL. 60305  
Phone: 708-366-5205 x319  
[emily.compton@riverforestlibrary.org](mailto:emily.compton@riverforestlibrary.org)



**RE: BEC Test Proposal #2504-ILPAM-v1.0-SM  
Request for Proposal / Consulting Services:  
Property Condition Assessment  
River Forest Public Library  
735 Lathrop Avenue  
River Forest, IL. 60305**

Ms. Compton,

Please accept this document as our proposal to provide consulting services for the above referenced project.

The dollar value expressed below is lump sum. BEC Test will provide a summary report of our findings within fifteen business days after inspection.

After you have reviewed this proposal, please call with any questions or concerns.

BEC Test, Division of Building Envelope Consultants, Ltd. appreciates the opportunity to work with you. We look forward to serving your building envelope testing needs.

Sincerely,

Scott K. Mann, PE, CIT-II  
General Manager

## **PROPERTY CONDITION ASSESSMENT**

### **1. GENERAL CONDITIONS**

- a. Review of previous project reports and building plans as necessary.
- b. Contact manufacturers to discover warranty parameters (if applicable).
- c. Perform on-site property tour with maintenance personnel (if available).
- d. Perform property inspection (multi-person team) specific to those items listed below.  
*\*Any discovered life safety issues will be immediately reported to owner.*
- e. Provide written report specific to findings for those items listed below.
  - Summary of data collected during the inspection – findings, conclusions by item.
  - Diagrams noting areas of special concern.
  - Digital photographic reproductions of items with emphasis on problem areas.
  - Estimation of remaining service life of each item category (if available).
  - Recommendations for repair / replacement, 1-5 year plan.
  - Budget estimates for each item.
  - Electronic delivery of PDF report.

### **2. ROOF CONDITION ASSESSMENT**

- a. Visual inspection of the roof cover(s) – surfacing, membranes, flashings, seams, architectural sheet metal items, drainage system, expansion joints, and items flashed into roof system.
- b. Review of roof deck from interior space as accessible and/or available. Includes insulation where accessible.
- c. Inspection supplemented with drone imaging as required.

### **3. EXTERIOR WALL CONDITION ASSESSMENT**

- a. Visual inspection of the exterior wall system – walls and windows from grade level at each elevation.
- b. All items flashed into wall system including but not limited to expansion joints and fenestrations.
- c. Inspection supplemented with drone imaging as required.

### **4. MECHANICAL, ELECTRICAL, PLUMBING (MEP) CONDITION ASSESSMENT**

- a. Itemization and visual inspection of HVAC unit type, manufacturer, age, number, and size. *Window and other temporary units excluded.*
- b. Itemization and visual inspection of primary power service panels, generators, and other heavy electrical equipment - manufacturer, age, number, and ratings.
- c. Plumbing evaluation limited to primary potable water service entries, storm water and sanitary exits.

### **5. INTERIOR EQUIPMENT, FURNISHINGS, AND FLOORING CONDITION ASSESSMENT**

- a. Itemization and visual inspection of kitchen equipment – type, manufacturer, age, and ratings.
- b. Itemization and visual inspection of furniture – desks, chairs, tables, countertops, cabinets, and shelving.
- c. Visual inspection of flooring and carpeting.

### **6. PARKING LOT AND WALKWAY CONDITION ASSESSMENT**

- a. Condition of pavement, curbs, markings, signage, posts, railings, bumpers, etc.
- b. Count of stalls and evaluation of ADA compliance.

**PROJECT SCHEDULE:**

Inspection to be performed “as soon as possible” weather permitting, with anticipated start date of TBD.

**PROJECT TEAM:**

<b>Project Manager</b>	Scott Mann, PE, CIT-II
<b>Team Members</b>	BEC Engineers and Technicians as required
<b>Secretarial</b>	Lindsey Fredricksen

**DELIVERABLES:**

Report in PDF format delivered electronically within fifteen (15) business days of inspection.

**EXCLUSIONS:**

BEC, Ltd is a professional firm and is knowledgeable and experienced in providing the type of services as contemplated in this agreement. The Services shall be performed in the manner consistent with the standards of care, diligence and skill ordinarily exercised by other professional contractors under similar circumstances in accordance with customarily accepted professional practices and procedures. Contractor represents and warrants that it is and will be familiar with the laws, rules, regulations and ordinances affecting each site upon which the services will be performed.

Additions to the scope of work outlined in this proposal will be considered as an addendum to the scope of work and will reflect a change to this proposal. Any change in the scope of this proposal will be made by written change order only. Our fee for this project assumes CLIENT will provide us with complete access to areas necessary for our staff to properly perform the work.

- This proposal does not include providing any contractors or materials for any phase of this project.
- This proposal does not include destructive testing of any kind.
- This proposal does not include architecture or engineering services of any kind.
- This proposal does not include the writing of specifications, preparation of construction plans, or bidding documents. Such services can be provided under separate contract.
- This proposal does not include commentary regarding energy use.

Any work product generated as part of this proposal is in no way a guarantee or warranty, expressed or implied, as to the future performance or outcome of the items proposed or the investigation itself.

CLIENT agrees to indemnify, hold harmless, protect and defend BEC, Ltd, and any affiliated or related entities, and their respective employees, officers, directors, shareholders, agents and representatives, from and against any and all claims, losses, liabilities, damages, costs and expenses, including reasonable attorneys' fees, that occurred or are alleged to have occurred in connection with the Work Order and/or affiliated Services or are alleged to have occurred in whole or in part as a result of or due to the negligence or fault of BEC, Ltd, its agents, employees or representatives, regardless of whether or not such claim, loss, liability, damage, costs or expense is caused in part by a party indemnified hereunder.

**Proposal valid for 30 days from proposal date****PROPERTY CONDITION ASSESSMENT****Location:** River Forest, IL.**Project:** River Forest Public Library**LUMP SUM:** \$14,900.00

Fourteen Thousand, Nine Hundred and .....no/100

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**TERMS:**    **Lump Sum Net 30**  
                  **1.5% per annum for late payments**  
                  **Credit Card Payments add: 3.5%**

All fees and expenses are the responsibility of Client regardless of Client's relationship with an adverse party, third-parties, contingency arrangements, subrogation, or similar agreement. Payment of all fees and expenses are not contingent upon collection or reimbursement between Client and any other party.

Please Remit To:    Building Envelope Consultants Ltd.  
                              P.O. Box 1307  
                              Waukesha, WI 53187

Building Envelope Consultants Ltd. Federal ID #: 20-2559944

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\_\_\_\_\_  
Accepted by (Signature)\_\_\_\_\_  
Date\_\_\_\_\_  
Printed Name\_\_\_\_\_  
PO Number\_\_\_\_\_  
Title

April 1, 2025

## AGREEMENT FOR A CAPITAL REPAIRS PLAN RIVER FOREST PUBLIC LIBRARY

between

and

Board of Library Trustees of the Village of River Forest  
735 Lathrop Avenue  
River Forest, Illinois 60305  
C/o Emily Compton  
708-366-5205

Engberg Anderson, Inc.  
8618 W. Catalpa Av, Suite 1116  
Chicago, IL 60656

Engberg Anderson Project No. 253851

Dear Emily,

Engberg Anderson is pleased to submit this proposal for a Capital Reserves Study. This proposal is based on our current understanding of the project. We ask that you review the scope, schedule and fee proposed and identify any concerns or questions in this regard.

### SCOPE OF BASIC SERVICES

#### PROJECT UNDERSTANDING

The Library has identified a need to review the current conditions within the existing facility, assess the likely life expectancy of key building elements, and identify probable replacement or repair costs for the various components of the facility.

The library is approximately 16,150 sf on two floors. The current space was constructed in 1929 and has undergone a few interior renovations, notably a major expansion and reconfiguration in 1989.

The goals of this study are to:

- Better understand the condition of the building,
- Prioritize needed repairs or replacements,
- Identify appropriate funding levels to replace those building systems or components using designated reserve funds.

The evaluation will include: site spacing at the main entry; exterior architectural components; interior architectural components; mechanical, electrical, and plumbing systems; and limited technology items. The proposal excludes site and civil unless noted above; structural analysis; audio visual components; and furniture. If during the course of the evaluation it becomes necessary to include these services, the contract can be amended and expanded accordingly.

#### SCHEDULE

We propose to provide the outlined scope of services within 90 days of authorization to proceed.



## **OWNER SUPPLIED INFORMATION.**

We have prepared a separate “Request for Owner Supplied Information”, appended to this document.

## **METHODOLOGY**

The methodology we propose for this project is simple and direct. We will focus on developing a life-expectancy and cost schedule.

Using this approach, we will complete the following tasks:

- In preparation for the systems evaluations we will review available documentation including construction or record drawings and specifications as provided by the Library.
- Next, we will convene a group of engineers and architects familiar with library building systems for a one-day walk-through of the facility. As part of this session we will meet with building maintenance personnel and management staff to identify areas of known or suspected issues related to building performance. We are proposing the following team:
  - IMEG Engineers for HVAC, Plumbing and Electrical Systems
- The results of these conversations and the walk through will become the basis for development of specific life-expectancy and replacement cost schedules. These schedules will be informed by established industry standards, consultation with system or component vendors/suppliers, and our individual experience.
- General notes relating to abnormal wear or deterioration in the condition of the components will be noted on the schedules.
  - Any discernable violations of life safety, plumbing, mechanical or electrical codes will be identified to the Library. This does not take the place of specific code reviews or accessibility reviews.
- The replacement schedules will be submitted to the Library in draft form for review and comment. (A sample schedule page is enclosed for your consideration.)
- A final version will include modifications as the Library deems appropriate. The final product will be an Excel workbook that will allow the Library to maintain a current record that incorporates changes to the building over time.
- A companion narrative will summarize the findings. A sample narrative is also appended to this proposal.

Should the Library require a more detailed analysis, testing of various building systems, energy consumption audits or more detailed reporting on the basic condition of the facility, we will adjust the scope of this project to meet your needs.

## **DELIVERABLES**

Within this approach we will provide the following products

- Summary Report (pdf)
- Evaluation/replacement cost workbook (excel)

These deliverables will be produced in a format similar to that of the attached.

## **FEE PROPOSAL**

### **FEE**

Based on this understanding, we propose to complete the outlined services for the following fees:

Service	Fee
Architectural and Limited Site Systems (Entry Paving, Roof, Enclosure, Interior Construction, Finishes)	\$6,000
HVAC, Electrical, & Plumbing, Fire-Protection, and Limited Technology	\$6,850
<b>TOTAL</b>	<b>\$12,850</b>

#### REIMBURSABLE EXPENSES

In addition to the Fees, expenses incurred in the course of completing the work will be invoiced to the Client. Detailed records of reimbursable expenses shall be included in monthly invoices.

Overhead expenses associated with project engineering can be saved through direct payment of consultant invoices by the Library. If the Library elects direct payment to consultants, Engberg Anderson will still coordinate the work of the consultants and maintain overall project liability; provide review of consultant invoices; advise the Library as to the status of the work at the time each consultant invoice is received; and recommend amount of payments to each consultant at the time of invoice.

Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains the coverages identified in the ***Insurance Coverages Exhibit***.

Incidental expenses will be invoiced in accordance with the attached ***Reimbursable Expenses Exhibit***. Incidental Expenses shall be invoiced at our cost.

#### PROGRESS PAYMENTS

Invoices shall be submitted monthly and shall reflect the status of the work at the time of the invoice. Payments based on the invoices shall be made in accordance with the Library's established review and approval procedures and in accordance with the provisions of Local Government Prompt Payment Act, as amended, that call for payment within 30 days after approval of the invoice by the Board of Library Trustees (50ILCS 505/1 *et seq.*)

#### Time & Materials Rate Schedule

Invoices will be based on time charged to the project during the invoice period. The time will be charged based on the attached ***Current Rate Schedule*** up to the limits specified for each service.

#### ADDITIONAL SERVICES

No additional service will be undertaken without a defined scope and written authorization. Any Additional Service will be itemized and invoiced against a limit established and agreed to in writing by both parties. Any additional service shall be invoiced separately to allow tracking of project expenses.

#### USE OF MATERIALS

The Architect agrees to furnish, upon completion of this Agreement, upon termination and upon demand by the Library, copies of all basic notes and sketches, charts, computations, and any other data prepared or obtained by the Architect pursuant to this Agreement, and without restrictions or limitation as to the use relative to specific Projects covered under this Agreement. In such event, the Architect shall not be liable for the use of such documents by the Library or others.

## TERMINATION

Both parties acknowledge each other's right to terminate this agreement with 15 days' written notice and without cause. Upon such notification all product of the design effort completed to that point becomes the property of the Library and any fees earned to that point become due.

## ATTACHMENTS

The following Exhibits are made part of this agreement:


- Current Rate Schedule; Reimbursable Expenses; Insurance Coverages

## ACCEPTANCE

If you have questions concerning any aspect of this proposal, please call. We ask that an individual authorized to bind the Owner to this agreement sign two copies of the agreement. Keep one for your records and return the second to us. We will begin work upon receipt of a signed copy.

For  
**Engberg Anderson, Inc.**

For  
**Board of Library Trustees of the  
River Forest Public Library**

Signature: 

Signature: \_\_\_\_\_

Name: Shaun Kelly

Name: \_\_\_\_\_

Title: Principal

Title: \_\_\_\_\_

Date: January 7, 2025

Date: \_\_\_\_\_

Copied

EA File Name: U:\PROJECTS\2025 3821\253851 River Forest PL CRS\1-Project Administration\1-Contracts & Fees\1-Client\RFPL 2025 CRS.Docx

## EXHIBITS

### CURRENT RATE SCHEDULE

Invoices for basic and additional services will be invoiced based on time charged to the project during the invoice period. The time will be invoiced based on the following schedule up to the limits specified for each service or phase of the project.

Role	Rate	Role	Rate
PIC1 Principal	\$210	A3 Senior Project Architect/Interior Designer	\$145
PIC2 Principal	\$200	A4 Project Architect/interior Designer	\$130
PRT Partner	\$180	A5 Project Designer	\$120
A1 Senior Team Leader	\$160	INT Interns	\$90
A2 Team Leader	\$155	ADM Administrative Staff	\$75

### REIMBURSABLE EXPENSES EXHIBIT

In addition to the Fees included in the Agreement, expenses incurred in the course of completing the work will be invoiced to the Owner in accordance with the following parameters.

- Transportation in connection with the Project including authorized out-of-town travel, lodging and sustenance.
  - Mileage is calculated using the prevailing IRS reimbursement rates.
  - Sustenance is limited to \$10/\$15/\$20 or \$45 per day.
- Reproductions, plots, standard form documents, postage, handling and delivery of instruments of service.
- Renderings, models and mock-ups other than those normally produced by the architect as a part of the process and requested by the Library will be provided as an additional expense.
- Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains shown in the Insurance Coverages Exhibit:

### INSURANCE COVERAGES EXHIBIT

Engberg Anderson currently maintains the coverages shown, the costs of which are included in the base fees proposed for the project. Additional coverage is negotiated on a project by project basis.

- Commercial General Liability: \$2,000,000 each Occurrence; \$4,000,000 Annual Aggregate; \$4,000,000 Products/Completed Operations Aggregate; \$1,000,000 Personal Injury
- Business Automobile: \$1,000,000 Combined Single Limit, coverage includes hired and non-owned vehicles. Engberg Anderson does not own any vehicles.
- Workers Compensation: Statutory requirements, Coverage A and applicable federal
- Employers Liability: \$1,000,000 per Accident/ \$1,000,000 Disease – Policy limits; \$1,000,000 Disease – Each Employee
- Umbrella/Excess Liability: \$5,000,000 per Occurrence/Annual Aggregate
- Professional Liability: \$3,000,000 per Claim; \$3,000,000 Annual Aggregate

## SIMILAR PROJECTS

As of the end of 2007, Engberg Anderson has completed Capital Reserve/Facility Conditions Studies for public and academic libraries as part of various strategic plans, expansion or renovation plans, or as standalone studies. Many of these have been since developed for Illinois Libraries.

Library / Project	State	Year of Study
New Albany Floyd County - Strategic Facilities Plan	IN	2013
Madison Public Library – Meadowridge Library	WI	2013
Hedberg Public Library- Strategic Facilities Plan	WI	2013
Beaumont Public Library – Expansion Study	CA	2014
Rockford Public Library – Interim Main Library	IL	2014
Nippersink Public Library- CRS	IL	2014
Fox River Valley Public Library District - Site Studies	IL	2019
Fremont Public Library District - CRS	IL	2013
Helen M. Plum Memorial Public Library – Expansion Feasibility Study	IL	2015
Cary Area Public Library District - Renovation	IL	2015
Fox River Valley Public Library District - Dundee Library	IL	2015
North Riverside Public Library District- CRS	IL	2015
Hinckley Public Library - Relocation Study	IL	2021
UW Madison - College Library - Strategic Facilities Plan	WI	2015
UW Madison - Memorial Library - Strategic Facilities Plan	WI	2015
UW Madison - Steenbock Library - Strategic Facilities Plan	WI	2015
UW Madison Campus Libraries - Strategic Facilities Plan	WI	2015
Round Lake Area Public Library District – Strategic Facilities Plan	IL	2016
Palatine Public Library District - CRS	IL	2016
New London Public Library - Strategic Facilities Plan	WI	2016
Ela Area Public Library District - CRS 2	IL	2016
Poplar Creek Public Library District - CRS	IL	2016
Appleton Public Library- Replacement Building	WI	2017
UW Milwaukee - Golda Meir Library Archives & Special Collections	WI	2017
Frankfort Public Library District - Expansion Study	IL	2018
Fremont Public Library District - CRS 2	IL	2018
Washington County (VA) Public Library - Strategic Facilities Plan	VA	2018
Barrington Area Library District- CRS 2	IL	2018
Crystal Lake Public Library- CRS 2	IL	2018
Indian Trails Public Library District - Strategic Facilities Plan	IL	2014
Marion Public Library- Site Use Study	IA	2019
Barrington Area Library District – CRS 3	IL	2019
Wilmette Public Library District - CRS	IL	2019
Auburn Public Library - Strategic Facilities Plan, Main Library Expansion	AL	2019
Lake Bluff Public Library- CRS	IL	2020
Elmhurst Public Library District - CRS	IL	2020
Fox River Valley Public Library District - Dundee Library 2	IL	2020
Lisle Public Library District- Strategic Facilities Plan	IL	2015

Library / Project	State	Year of Study
Poplar Creek Library District - Hanover Park Library Renovation	IL	2020
Lambertville Free Public Library - Strategic Facilities Plan	NJ	2021
Glencoe Public Library District - CRS	IL	2021
Round Lake Area Public Library District - CRS 2	IL	2021
Crystal Lake Public Library - CRS 3	IL	2021
Palatine Public Library District - CRS 2	IL	2021
River Grove Public Library – Relocation Study	IL	2022
Winnetka-Northfield Public Library District - Strategic Facilities Plan	IL	2022
Markham Public Library – Building Envelope Study	IL	2022
Alsip-Merrionette Park Public Library District - CRS	IL	2022
Peotone Public Library District - CRS	IL	2022
Winnetka Northfield Public Library District - Northfield Expansion	IL	2023
Forest Park Public Library District - CRS	IL	2023
New Providence Memorial Library - Strategic Facilities Plan	NJ	2023
Fox Lake Public Library District – CRS	IL	2023
Homer Township Public Library District	IL	2024
Ela Area Public Library District	IL	2024
Fremont Public Library District	IL	2024
Helen Plum Library	IL	2024



611 Lunken Park Dr  
Cincinnati, OH 45226-1813  
**P** 513-321-5816  
**F** 513-321-0294  
[Terracon.com](http://Terracon.com)

March 13, 2025

Ms. Emily Compton  
River Forest Public Library  
River Forest, IL 60305

Telephone: (708) 366-5205 x319  
E-mail: [emily.compton@riverforestlibrary.org](mailto:emily.compton@riverforestlibrary.org)

**RE: Proposal for Property Condition Assessment**

River Forest Library Capital Plan  
735 Lathrop Avenue  
River Forest, IL 60305  
Terracon Proposal No. PFR256058

Ms. Compton:

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to submit this proposal to River Forest Public Library (Client) to conduct a Property Condition Assessment (PCA) of the above-referenced site.

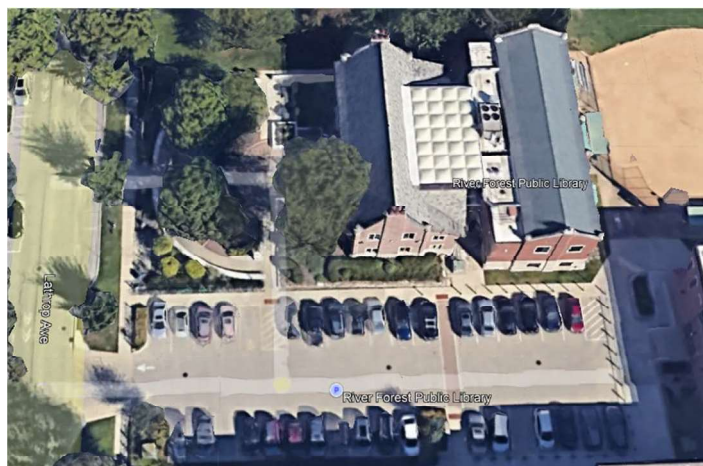
Terracon provides professional consulting services through our nationwide network of offices covering four related disciplines that include: Environmental, Facilities, Geotechnical and Materials. For more detailed information on all of Terracon's services please visit our web site at <http://www.terracon.com>. Terracon has a 100% commitment to the safety of its employees and professional relations. As such, Terracon will conduct our services in accordance with our incident and injury free® (IIF®) culture.

## 1.0 PROJECT INFORMATION

We understand that these services are being requested in anticipation of your planned **capital planning** of the subject facility.

<b>NAME:</b>	<b>River Forest Library Capital Plan</b>
<b>ADDRESS:</b>	735 Lathrop Avenue River Forest, IL 60305
<b>BUILDING TYPE:</b>	Library
<b>CONSTRUCTION DATE:</b>	1929
<b>RENOVATION DATE:</b>	1989 addition
<b>NUMBER OF BUILDINGS:</b>	1
<b>NUMBER OF UNITS:</b>	NA
<b>NUMBER OF STORIES:</b>	2 + basement
<b>GROSS BUILDING AREA:</b>	No information provided.
<b>LAND AREA:</b>	No information provided.
<b>APPRAISAL DISTRICT ID:</b>	15-12-200-001-0000 <i>listed as 719 Lathrop Ave. (Cook County)</i>
<b>COMMENTS:</b>	<i>Information obtained from Client and publicly available information</i>

Our understanding of the property is illustrated in the aerial photograph below:



If this information is not accurate or if you have additional information, please inform us immediately so that we may appropriately revise this proposal.

**Explore with us**

[Facilities](#) | [Environmental](#) | [Geotechnical](#) | [Materials](#) 2



## 2.0 SCOPE OF SERVICES

The following presents a summary of our proposed scope of work, schedule, reliance, and compensation. Please review Attachment A of this proposal which presents our full scope of work, requirements, assumptions and limitations.

### 2.1 Scope Summary

Base Scope of Work	Base Property Condition Assessment with ADA Uniform Abbreviated Screening Checklist in general accordance with ASTM E2018-24.
Optional Additional Services	Refer to Compensation Table in Section 3.0 and Section A.1.
Minimum Repair Threshold	\$3,000
Capital Reserve Term	10 Years
Report Deliverables	Property Condition Report with Capital Reserve Tables

### 2.2 Schedule

Services will be initiated upon receipt of written notice to proceed. The draft report will be submitted within 20 to 25 business days after the date of the site visit.

The final report will be submitted within 5 business days following receipt of Client's comments on the draft report.

### 2.3 Reliance

The PCA report will be prepared for the exclusive use and reliance of River Forest Public Library. Reliance by any other party is prohibited without the written authorization of the client and Terracon. Refer to Section A.3 of the attached scope of work for additional information.

## 3.0 COMPENSATION

The following table presents our proposed fee for services offered in this proposal. Additional fees may be charged if our field activities are delayed, postponed or otherwise effected in anyway by the client or other parties. Additional fees may be charged for revisions, requested by client, to any final report after submittal.

TASK	Lump Sum Fee	Authorized*
<b>Base Property Condition Assessment Services – (includes ASTM E2018–24 Accessibility Survey)</b> <ul style="list-style-type: none"> <li>Includes roof and facade assessment via sUAS drone</li> </ul>	\$12,500	Included
Additional Services	Fee	Please Check
Add Enhanced ADA Scope of Work	\$5,000	<input type="checkbox"/> Yes <input type="checkbox"/> No
Add MEP Specialist to PCA team	\$6,000	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Additional Services - Subtotal</b>	\$11,000	<b>Authorized Amount*</b>
<b>Lump Sum Total</b>	<b>\$23,500</b>	<b>\$_____</b>

\* Check the "Yes" box provided to authorize Additional Services. Please insert the total Authorized Amount in the space provided. Note that all additional proposed fees are based on acceptance of the Base PCA fee. If neither box is checked, Terracon assumes the service is not authorized.

## 4.0 AUTHORIZATION

Our work will be performed in accordance with the Terms and Conditions of the attached Agreement for Services (AFS), the terms of which will control in the event of any conflict with this proposal. To authorize us to proceed with the scope of services presented in this proposal, please sign and date the space provided within the AFS. Project initiation may be expedited by sending a copy of the signed AFS. We appreciate the opportunity to provide this proposal and look forward to working with you on this project. If you have any questions or comments regarding this proposal or require additional services, please contact us.

Sincerely,

**Terracon Consultants, Inc.**



Ronnie D. Choi  
Senior Project Manager



Jacob Wuenschel  
Senior Consultant

Attachments: Requested PCA Information Form  
Attachment A – Scope of Services  
Agreement for Services

## REQUESTED PCA INFORMATION

### ➤ **Make arrangements prior to the visit as necessary concerning EACH tenant:**

- ☒ Someone who is knowledgeable about the specific Property and has all access to locked areas and roofs should accompany us throughout the visit-.
- ☒ We need to view the major equipment such as but not limited to: HVAC, Electrical, Plumbing, Sprinklers, etc.
- ☒ **ALL** "down" (unlettable) spaces should be shown us.
- ☒ We need to enter virtually all types of spaces: garages, crawl spaces, basements, under-sidewalk vaults, etc.
- ☒ Pre-arrange a visit into tenant spaces of all buildings, as is reasonably possible. ADA facilities **must** be included.
- ☒ Roofs (low-slope): Terracon needs access to these locations. **Provide all OSHA-approved portable ladders as needed, OR arrange for your roofer to be on-site, if necessary.** Unlock roof hatches.
- ☒ Attics under sloped roofs: A reasonable number of attic spaces shall be accessed during our visit. **Provide all OSHA-approved portable ladders.**

### ➤ **Please provide us with COPIES of applicable *INSPECTION & TEST* documents that will be furnished to us prior to or during our site visit.**

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Site schematic plan (small scale);  | <input checked="" type="checkbox"/> Certificate of Occupancy;                                    | <input checked="" type="checkbox"/> Rent Roll;                          |
| <input checked="" type="checkbox"/> Prior engineering studies performed;  | <input checked="" type="checkbox"/> most recent fire / building / health department inspections; |   |
| <input checked="" type="checkbox"/> Fire sprinkler tests;   | <input checked="" type="checkbox"/> Fire alarm tests;  | <input checked="" type="checkbox"/> Fire pump tests;                    |
| <input checked="" type="checkbox"/> Elevator/escalator/lift inspection certificates;  | <input checked="" type="checkbox"/> Elevator Load tests  | <input checked="" type="checkbox"/> Recent capital expenditures history |
| <input checked="" type="checkbox"/> Planned major capital expenditures budget   |  |   |
| <input checked="" type="checkbox"/> Health department inspections/permits (swimming pool inspection/service certificates; commercial food); |  |   |
| <input checked="" type="checkbox"/> Boiler inspection certificates;   | <input checked="" type="checkbox"/> Roof warranties;   | <input checked="" type="checkbox"/> Emergency electric generator test;  |
| <input checked="" type="checkbox"/> Violations against Codes / Zoning / ADA;  | Specific zoning variations granted for your site   |   |

### ➤ **We need to examine any of the following (where reasonably available):**

- |   |   |  |  |
|---|---|--|--|
| <input checked="" type="checkbox"/> Site Survey drawing;  | <input checked="" type="checkbox"/> Architectural drawings; | <input checked="" type="checkbox"/> MEP / Civil Engineering Drawings;    | <input checked="" type="checkbox"/> Geotechnical report; |
| <input checked="" type="checkbox"/> Termite inspections;  | <input checked="" type="checkbox"/> Mold tests (if any);    | <input checked="" type="checkbox"/> Roof surveys (infrared, cores, etc.) |  |
| <input checked="" type="checkbox"/> Proposals for major repair/replacement work such as: parking garage repairs, MEP equipment operation;                                 |   |  |  |
| <input checked="" type="checkbox"/> Projected future Capital Improvements with approximate individual dollar amounts for next one-to-five years.                          |   |  |  |
| <input checked="" type="checkbox"/> Bid costs or dollar budgets for on-going & proposed remedial / upgrade capital improvements work;                                     |   |  |  |
| <input checked="" type="checkbox"/> (if new construction is underway) Architect's G702 Schedule of Values that indicates completion percentages by individual line items. |   |  |  |

---

**NOTE:** A pre-site visit Property Condition Assessment Questionnaire will be forwarded to site management/Client upon receiving a signed agreement, or sooner if you immediately request. Requested documents are most beneficial when furnished on-site and concurrent to the site visit.

---

## Attachment A

### Scope of Services

#### A.1 Base Property Condition Assessment (PCA)

**General Comments, PCA:** The Scope of Work will be in general conformance with ASTM E2018-24, Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process. Property Condition Reports are primarily directed at noting construction defects; components which appear to exhibit less than expected useful service life or which have been poorly maintained; and building systems which are at or are nearing the end of their estimated useful service life. These services are visual in nature, and unless specifically requested or addressed in this proposal, the scope of these services will not include obtaining and testing materials, operating equipment, intrusive investigation, nor performing calculations to determine the adequacy of the existing design. Our scope of services specifically excludes the evaluation of plans or as-built construction to determine strict compliance with building codes, ordinances, and regulations, which may govern development or operation of the property. It is the intent of the scope of work to identify and provide a general opinion of the condition of building and site improvements. It is not designed to be considered a property inspection, or all-inclusive effort to locate and document every defect, maintenance issue, or deficient building system and is not designed to provide a warranty or guarantee of the condition of the property. This assessment will not address any State Laws or regulations for the operation of Facilities and will not address any of the FF&E related equipment. We will not confirm the presence or absence of asbestos, PCBs, mold, or contaminated soils on the property. The services of separate outside specialized consultants is not anticipated and not included within this proposal unless specifically noted. Our services are not intended to be used to develop detailed remedial plans for identified problems.

**Immediate Repair Cost Estimate Table:** The Immediate Repair Cost Analysis will include estimated costs for 'one time' repairs or replacements needed to bring the property to a sound, safe, and fully habitable condition. Immediate repairs include i) any items which pose potential danger to the health, safety, or well-being of building occupants, visitors, or passersby such as structural deterioration and failures, inoperable fire alarm systems, significant tripping hazards, building code violations; ii) items affecting tenancy or marketability such as lack of running water, out of service units, extensive damage caused by storm, fire or earthquake; iii) significant deferred maintenance items or non-working building systems such as HVAC systems, parking area repairs, broken windows and/or doors, leaking roofs, pest or rodent infestations; iv) building systems or system components that have far exceeded their expected useful life and require replacement or upgrade. Repair/replacement items of less than the proposed repair threshold may not be identified or be designated as routine maintenance in the narrative of the Report if mentioned.

**Capital Reserve Cost Estimate Table:** The Replacement Reserve analysis will include anticipated replacement for major component items typically defined as predictable and in some instances to be recurring within a specified agreed upon term of analysis. Items anticipated to be less than the proposed threshold to repair or replace are generally considered to be part of routine maintenance and are generally omitted from the Replacement Reserve. Unless specifically required, these costs are not intended to represent enhancements or upgrades to the existing property. The analysis is based on available and provided information along with the physical assessment of the property. Our assessment will take into account such things as maintenance logs and historical capital expenditures and scheduled or in-progress capital improvement programs that we are informed of. We otherwise are making assumptions based on observed conditions. The remaining life values are based on published historical performance data for comparable items with consideration for the present condition and reported service history. The cost estimates are provided in present-day values. The annual costs are summed up in both present day values and the inflated amount. The actual inflation rate may vary over the length of the term.

The analysis, comments, and recommendations presented in the final Reports will be limited to and based on the information collected as discussed in this proposal. Please note that Terracon is not responsible for the work of regulatory agencies or other third parties supplying information used in the compilation of Reports.

Specific components of the Terracon PCA are described below.

**General Property Information:** A pre-visit Questionnaire will be furnished so that appropriate personnel knowledgeable about the site can supply their written answers about the property's characteristics. The completed Questionnaire will be reviewed while on-site with the technical staff of the subject property. Documents requested by this Proposal and by the Questionnaire should be supplied as copies for our retention. The PCA will entail preliminary reviews of available and relevant drawings, specifications, reports and records that are furnished to us, including brief interviews with the tenant representatives, property manager and/or maintenance personnel who may have knowledge about the property.

**Site Observations:** A building engineer or maintenance staff member familiar with this property and its history should accompany us during our initial walk-through of the building(s). During the site visit, visual observations will be made to note general conditions such as obvious problems and visible defects in the materials and building systems. If we have concerns about specific items, which may require additional investigation, we will notify you accordingly. Observations will be made from readily accessible areas and will not include dismantling of components.

**Site / Civil:** The purpose of the Site Civil portion of the assessment is to observe and report on the general condition of site infrastructure and improvements which include the site utilities, site drainage, paving, sidewalks, site signage, lighting, and the landscaping. This will be accomplished by reviewing plans and observing visible components of the site. Site Civil drawings are requested to be provided for our reference in order to assist in understanding the systems that may affect the subject site. The types of materials, general conditions, and our repair recommendations will be included in the Report. The services of a specialist, such as a civil engineer or land surveyor, are not included in the Base fee or this scope.

Assessment of recreational equipment and supporting structures are not a part of this scope of work.

**Structural:** The purpose of the Structural portion of the assessment is to describe the general structural systems observed. We will perform a site walk-through to identify visible conditions which might suggest structural problems. No calculations will be performed. The services of a specialist such as a structural engineer are not included in the Base fee or this scope.

**Exterior Building Envelope:** The purpose of the Exterior Building Envelope portion of the assessment is to visually review and assess the type and condition of materials used in construction of the exterior building envelope. Our observations will include visual review of exterior walls, windows, doors, caulk, trim, and siding for overall integrity of the systems and their apparent ability to resist moisture infiltration. Our observations will be made from the ground or roof as appropriate and as can be safely performed. No facade drops will be performed. If an exterior wall investigation (forensic review) is desired by the Client, additional work will be conducted under a separate agreement. The services of a specialist, such as a façade consultant, are not included in the Base fee or this scope.

#### **Roofing and Facade Assessment via sUAS Imaging:**

Terracon will utilize a small unmanned aerial system (sUAS) to collect high resolution images. An Enhanced Roofing and Facade assessment consists of detailed visual observations in conjunction with the sUAS imaging.

All sUAS flights will be controlled by an FAA certified UAS pilot-in-command, conducted within the FAA's guidelines for safety, and in compliance with any controlled airspace ceiling limitations at the facility location. Appropriate weather conditions are critical to the performance of sUAS. Frequent wind gusts in excess of 20 mph, sustained winds greater than 12 mph, precipitation, snow, ice, lightning, or other severe weather conditions will be deemed incompatible with UAV activities and will require a delay.

This assessment will not confirm the presence or absence of asbestos, PCBs, mold, or other toxic materials within any of the improvements. Some roofing materials might contain a trace level of asbestos that is classified as being permitted for normal handling and routine disposal. Special handling and secured disposal may be required for a specific level of found asbestos, which would need to be later determined beyond this scope of visual assessment and its recommendations or any other supplemental optional testing that may be further selected.

Findings will be presented in the roofing section of our PCA report indicating the main features and/or equipment along with associated notes which can include general descriptions and/or locations of identified deficiencies presented as an exhibit in appendices. The services of a specialist, such as a roofing consultant, are not included in the Base fee or this scope.

**Mechanical, Electrical, and Plumbing (MEP):** The purpose of the MEP portion of the assessment is to briefly view a representative sampling of the MEP equipment, to note the type of systems used and to report on the apparent operating condition based solely on visual observations (or deficiencies reported to us by on-site/owner representatives). The observations will be used to recommend replacements and/or repairs. The equipment will not be dismantled, operated, or tested by Terracon. The services of a specialist, such as a MEP consultant, are not included in the Base fee or this scope.

Assessment of commercial kitchen equipment, if present, is not a part of this scope of work.

**Conveyance and Vertical Transportation (if applicable):** The purpose of the conveyance portion of the assessment is to briefly view available documents to note the type of systems used and



apparent operating condition. Field observations will be used to comment on replacements and/or repairs that may be required. The services of a specialist, such as an elevator / escalator consultant, are not included in the Base fee or this scope.

**Interior Finishes:** The purpose of the interior finishes portion of the assessment is to note finishes that are in place, assess the condition of the common area elements and the finishes within a representative percentage of the tenant spaces and comment on needed replacements and/or repairs that may be required. The number of tenant spaces and areas within the tenant spaces entered will depend on availability of property management staff to provide access. Assessment of fitness equipment, if present, is not a part of this scope of work.

**Life Safety / Fire Protection Systems:** The purpose of the Life Safety/Fire Prevention Systems Assessment will be to identify the systems that exist within the property. Fire alarms, sprinkler systems, fire extinguishers, smoke detectors, and emergency egress lighting and signage will be among the items we assess. We will identify third party fire or security alarm monitoring firms under contract, and inquire regarding the inspection history of these systems. Scope does not include determining NFPA hazard classifications, identifying, classifying, or testing fire rating of assemblies. Determination of the necessity for or the presence of fire areas, fire walls, fire barriers, accessible routes, construction groups or types, or use classifications is excluded from this scope of work as well as, valuating the flammability of materials and related regulations. Equipment will not be operated or tested by Terracon. The services of a separate fire protection consultant are not included in the Base fee or this scope.

**Americans with Disabilities Act (ADA):** The purpose of this assessment will be to document the accessibility of public areas of the site and buildings as defined by the American with Disabilities Act of 1990 (ADA) and subsequent revisions. An observation of the public areas of the building and site access will be performed during the review to determine whether general conformance with applicable requirements has been met. The scope is limited to the determination of general compliance with the physical attributes of the property and is not considered to be a full survey.

Observed non-conformance with the specific disability guidelines will be noted in our Report. Our evaluation will not include testing of decibel levels of fire alarms, measuring tolerances, light level recording, or other disruptive tests. Our evaluation will be limited to the items addressed in Uniform Abbreviated Screening Checklist for the 2010 ADA per ASTM E2018-24 format.

An ADA Cost Estimate Table will be included with our Immediate and Capital Reserve tables. Cost are provided for informational purposes only and may not include cost for design services, legal advice, or local code requirements. Recommended repairs may or may not be required depending on project specific parameters.

The services of a specialty accessibility consultant are not included in the Base fee or this scope. For a Full ADA Survey see additional services of this proposal.

**Limited Local Agency Review:** The purpose of the review is to determine if the facility is in general conformance with governing municipal (zoning and building) codes. We will contact by phone, email, submittal of municipal on-line information request forms, or make written request to the appropriate agencies. Responses from agencies not received by will not be further pursued beyond the initial inquiry without compensation for Terracon's time and cost reimbursements. Usage of code specialist consultants is not included in any Base fee or scope of services. We will inquire concerning the status

of Certificates of Occupancy, and whether there are outstanding records or complaints pertaining to building code matters on file for the property. We do not intend to review plans, permits, or testing and inspection reports on file at governmental or other agencies. If significant code deficiencies are noted, recommendations for necessary changes or further assessment will be provided including an opinion of costs for necessary modifications, upgrades, or review.

We will initiate inquiries with the governing agency regarding zoning of the parcel(s) for compatibility with the existing development. We will determine in which flood and seismic zones the subject property lies.

We will initiate contacting the local fire department and inquire if there are currently or have been past recorded fire code violations. We will inquire whether the local fire department conducts routine inspections and any pertinent information from past inspections, if applicable.

Where our assessments entail obtaining updated information from government agencies and/or commercial databases, such responses from these agencies may not be received within the proposed time schedule for reporting our findings but will be sent to the Client under separate cover if significant findings are reported. The services of a separate zoning or code consultant are not included in the Base fee or this scope.

### **Reporting and Deliverables:**

We will provide a Property Condition Report including Repair Cost Tables, Photo Logs, and appropriate supporting documentation.

### **Offered Additional PCA Services beyond base scope:**

The following Optional Additional Services are offered in this proposal. Please indicate which services are approved in the Compensation Table presented in Section 3.0.

### **Enhanced ADA Accessibility Survey:**

The purpose of this assessment will be to document the accessibility of public areas of the site and buildings as defined by the American with Disabilities Act of 1990 (ADA). An observation of the public areas of the building and site access will be performed during the review to determine whether general conformance with applicable requirements has been met.

As part of our efforts, we propose to conduct limited measurements of representative constructed elements to determine if there are apparent conflicts with ADA. If we have concerns about specific items that may require additional investigation, we will notify you accordingly. Our evaluation will not include testing of decibel levels of fire alarms, light level recording, or other disruptive tests.

Recommend and Report modifications necessary to bring site into general compliance with the 2010 ADA Standards for Accessible Design.

In order to perform our assessment, we will need your assistance to arrange for our access to:

- All site access
- Available building and site as-built construction documents, land surveys, prior accessibility reports and other appropriate documents, for our review.



Terracon will evaluate existing accessibility features of Areas of Public Accommodation for general compliance with the applicable components of the 2010 ADA Standards for Accessible Design (2010-ADA). This proposal assumes that no Federal Funds are involved in the purchase / rehabilitation / lease payments at this facility that would require compliance with Uniform Federal Accessibility Standards.

As part of our efforts, we propose to perform measurements of representative constructed elements to determine conformance. We will make qualitative evaluations of force, stress, sound and lighting requirements. The survey will not include measurement of light levels. If we have concerns about specific items that may require additional investigation, we will notify you accordingly.

We will submit an electronically generated checklist-style report of our observations with necessary photos and narrative descriptions of findings (as appropriate) concerning components we identified as non-complying with ADA or FHA accessibility requirements, and our opinion of cost and recommendations to bring the conditions in question into conformance.

Our report will not conclude whether modifications are "readily achievable" or if they would be an "undue burden." This distinction involves consideration of the financial resources of the facility and/or the owning entity, a legal process which is beyond the scope of this work. The scope of this work will be to identify, but not prioritize, observed non-compliant items.

#### **Inclusion of MEP Specialist:**

A supplemental Mechanical, Electrical, and Plumbing (MEP) specialist, such as an MEP consultant or Mechanical Engineer, will be added to the assessment team to observe and assess MEP related building systems.

## **A.2 Schedule**

The proposed project Schedule is presented in Section 2.1 of this proposal. In order to comply with the proposed schedule, please provide the following items at the time of notification to proceed or prior to our scheduled site visit.

- Authorization evidencing acceptance of this scope of services
- Right of entry to conduct the assessment, including access to building interiors and roof
- Notification of any hazards, restrictions, or special requirements (such as confidentiality, scheduling, or on-site safety requirements) regarding accessing the site
- An accurate legal description and/or a diagram of the site such as a ALTA/ACSM Land Title Survey or scaled architect's drawing (if such diagrams exist)
- Current site owner, property manager, occupant information (including tenant list), and contact information for persons knowledgeable about the site history
- Knowledge that the purchase price of the site is significantly less than the purchase price of comparable properties
- We require that an on-site contact person and other key individuals who may have knowledge of the history of the property be identified and made available during our site visit.

- Someone who is knowledgeable of the facility is requested to answer Terracon's Pre-Survey Questionnaire.
- Verification of the number of buildings, address, age and area.
- If available, any building and site plans, original construction plans and specifications, prior environmental, geotechnical or engineering reports and other appropriate documents prior to the site visit. We request that we retain such documents until the completion of our report.
- Access to all parts of the building, including the roof(s), attic(s) mechanical and electrical rooms, fire equipment and all tenant spaces. If an exterior ladder is to be used, it shall meet OSHA standards. The ladder will be set up by a representative of the Owner and that person will assist the Terracon representative by way of affixing the ladder above or holding the ladder below while it is in use.
- Listing of any recent or planned capital improvement or major repair expenditures.
- Access to recent repair order files.
- Copies of current elevator certificates, certificates of occupancy and original building permits.
- Notification of any restrictions or special requirements (such as confidentiality) regarding accessing the site.

Please note that requested regulatory files or other information may not be provided to Terracon by the issuance date of the report. Consideration of information not received by the issuance date of the report is beyond the scope of this PCA.

### A.3 Reliance

If the Client is aware of additional parties that will require reliance on the PCA report, the names, addresses, and relationship of these parties should be provided for Terracon approval prior to the time of authorization to proceed. Terracon may grant reliance on the PCA report to those approved parties upon receipt of a fully executed Reliance Agreement (available upon request) and receipt of information requested in the Reliance Agreement. If, in the future, the client and Terracon consent to reliance on the PCA report by a third party, Terracon may grant reliance upon receipt of a fully executed Reliance Agreement, requested information and receipt of an additional minimum fee of \$500.00 per relying party.

Reliance on the PCA report by the Client and all authorized parties will be subject to the terms, conditions, and limitations stated in the Agreement referenced in this proposal incorporated therein, the Reliance Agreement, and PCA report. The limitation of liability defined in the Agreement is the aggregate limit of Terracon's liability to the client and all relying parties.

### A.4 Limitations

The findings and conclusions presented in the final report will be based on the site's current utilization and the information collected as discussed in this proposal. Please note that we do not warrant database or third party information (such as from interviewees) or regulatory agency information used in the compilation of reports.

Assessments, such as the one proposed for this site, are of limited scope, are noninvasive, and cannot eliminate the potential hidden conditions are present beyond what is identified by the limited scope of these reports. In conducting the limited scope of services described herein, certain sources of information and public records will not be reviewed. It should be recognized that concerns may be documented in public records that are not reviewed. The PCA does not include invasive assessments or other services not particularly identified and discussed herein. No assessment can wholly eliminate uncertainty regarding the potential for hidden conditions. The limitations herein must be considered when the user of this report formulates opinions as to risks associated with the site. No warranties, express or implied, are intended or made.

An evaluation of significant data gaps will be based on the information available at the time of report issuance, and an evaluation of information received after the report issuance date may result in an alteration of our opinions and conclusions. We have no obligation to provide information obtained or discovered by us after the date of the report, or to perform any additional services, regardless of whether the information would affect any conclusions, recommendations, or opinions in the report. This disclaimer specifically applies to any information that has not been provided by the Client.

Property Condition Assessments and the resultant Property Condition Report may be performed or written by registered architects; however, in general accordance with paragraph 7.7 of ASTM E2018-24, these services are not considered to be architecture. ASTM E2018-24, paragraph 3.2.4 redefines Architecture as a “professional service conducted by an architect.” Any participation by registered architects on this project should not be considered Architecture as defined by ASTM E2018-24.

DRAFT REPORT ADVISORY: Costs and information contained in Draft Reports, if included, may be subject to additional input or further analysis prior to the issuance of the final report. This ongoing activity could ultimately alter the conclusions and data contained in the Draft Report. Draft-status information or partial release of a Report should only be utilized by interested parties with the knowledge that minor or substantial changes in the evaluations or recommendations could occur before the final Report is issued. Decisions and actions by the Client based on information contained in a Draft Report, prior to issuance of the final report should be undertaken only after careful review of this cautionary advisory.

## A.5 Fee Assumptions and Invoicing

### **The proposed fees, costs, and reimbursable expenses, if any, assume:**

- These fees are contingent upon being awarded all services proposed herein.
- Safe and timely access is provided to the site, mechanical rooms, and all flat roof areas. We have assumed there will be no delays related to access.
- Work will be performed during one site visit. Multiple or disjointed mobilizations and accessing the site outside normal business hours may require additional fees.
- No time is included in our Fee for reviewing additional documents or other information after the final report is submitted.
- If local code officials, such as planning, building, or fire code departments require a fee to provide code violation documentation, this cost plus 15% will be passed on to the Client.
- Unless included as an additional service, Client acknowledges that no specialty consultants have been requested as part of the scope of work. No additional

consultants or outside contractors are included in this Base Fee for any supplemental, specialty, or other forensic evaluations. We may recommend additional evaluations by specialist based on conditions observed.

- If requested, Terracon can provide our standard Commercial General Liability and Automobile Insurance Certificates naming Client, Seller, and the Seller's Property Management as Additional Insured parties.

The fee is valid for 90 days from the date of this proposal and is based on the assumption that all field services will be performed under safety Level D personal protective procedures and that only one site visit will be made by Terracon personnel. The fee is based on the assumptions and conditions provided to us at the time of this proposal. If our assumptions conditions are not valid, there may be additional charges to the Client.

### **Invoicing and Payment**

Consultant fees and expenses will be invoiced to Client upon issuance of the Report. The Client shall honor invoice according to the payment terms presented in the Agreement.

## AGREEMENT FOR SERVICES

This **AGREEMENT** is between River Forest Public Library ("Client") and Terracon Consultants, Inc. ("Consultant") for Services to be provided by Consultant for Client on the River Forest Library Capital Plan project ("Project"), as described in Consultant's Proposal dated 02/24/2025 ("Proposal"), including but not limited to the Project Information section, unless the Project is otherwise described in Exhibit A to this Agreement (which section or Exhibit is incorporated into this Agreement).

- 1. Scope of Services.** The scope of Consultant's services is described in the Proposal, including but not limited to the Scope of Services section ("Services"), unless Services are otherwise described in Exhibit B to this Agreement (which section or exhibit is incorporated into this Agreement). Portions of the Services may be subcontracted. Consultant's Services do not include the investigation or detection of, nor do recommendations in Consultant's reports address the presence or prevention of biological pollutants (e.g., mold, fungi, bacteria, viruses, or their byproducts) or occupant safety issues, such as vulnerability to natural disasters, terrorism, or violence. If Services include purchase of software, Client will execute a separate software license agreement. Consultant's findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to Consultant at the time of the Services.
- 2. Acceptance/ Termination.** Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as an accommodation for Client at Client's request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer this Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the Project.
- 3. Change Orders.** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
- 4. Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated in the Proposal, including but not limited to the Compensation section, unless fees are otherwise stated in Exhibit C to this Agreement (which section or Exhibit is incorporated into this Agreement). If not stated in either, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Fees do not include sales tax. Client will pay applicable sales tax as required by law. Consultant may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.
- 5. Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client's sole benefit and exclusive use with no third party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties other than those who have executed Consultant's reliance agreement, subject to the prior approval of Consultant and Client.
- 6. LIMITATION OF LIABILITY. CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF \$50,000 OR CONSULTANT'S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT'S SERVICES OR THIS AGREEMENT. PRIOR TO ACCEPTANCE OF THIS AGREEMENT AND UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION IN THE FORM OF A SURCHARGE TO BE ADDED TO THE AMOUNT STATED IN THE COMPENSATION SECTION OF THE PROPOSAL. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE PROFESSIONAL LIABILITY INSURANCE COVERAGE, CAUSE(S), OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT'S COMMERCIAL GENERAL LIABILITY POLICY.**
- 7. Indemnity/Statute of Limitations.** Consultant and Client shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Consultant and Client, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Consultant's Services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of Services on the project.
- 8. Warranty.** Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. **EXCEPT FOR THE STANDARD OF CARE PREVIOUSLY STATED, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**
- 9. Insurance.** Consultant represents that it now carries, and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over Consultant's employees who are engaged in the Services, and employer's liability insurance (\$1,000,000); (ii) commercial general liability insurance (\$2,000,000 occ / \$4,000,000 agg); (iii) automobile liability insurance (\$2,000,000 B.I. and P.D. combined single limit); (iv) umbrella liability (\$5,000,000 occ / agg); and (v) professional liability insurance (\$1,000,000 claim / agg). Certificates of insurance will be provided upon request. Client and Consultant shall waive subrogation against the other party on all general liability and property coverage.



- 10. CONSEQUENTIAL DAMAGES.** NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.
- 11. Dispute Resolution.** Client shall not be entitled to assert a Claim against Consultant based on any theory of professional negligence unless and until Client has obtained the written opinion from a registered, independent, and reputable engineer, architect, or geologist that Consultant has violated the standard of care applicable to Consultant's performance of the Services. Client shall provide this opinion to Consultant and the parties shall endeavor to resolve the dispute within 30 days, after which Client may pursue its remedies at law. This Agreement shall be governed by and construed according to Kansas law.
- 12. Subsurface Explorations.** Subsurface conditions throughout the site may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. Client understands Consultant's layout of boring and test locations is approximate and that Consultant may deviate a reasonable distance from those locations. Consultant will take reasonable precautions to reduce damage to the site when performing Services; however, Client accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the Services.
- 13. Testing and Observations.** Client understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. Consultant will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive, and are conducted to reduce - not eliminate - project risk. Client shall cause all tests and inspections of the site, materials, and Services performed by Consultant to be timely and properly scheduled in order for the Services to be performed in accordance with the plans, specifications, contract documents, and Consultant's recommendations. No claims for loss or damage or injury shall be brought against Consultant by Client or any third party unless all tests and inspections have been so performed and Consultant's recommendations have been followed. Unless otherwise stated in the Proposal, Client assumes sole responsibility for determining whether the quantity and the nature of Services ordered by Client is adequate and sufficient for Client's intended purpose. Client is responsible (even if delegated to contractor) for requesting services, and notifying and scheduling Consultant so Consultant can perform these Services. Consultant is not responsible for damages caused by Services not performed due to a failure to request or schedule Consultant's Services. Consultant shall not be responsible for the quality and completeness of Client's contractor's work or their adherence to the project documents, and Consultant's performance of testing and observation services shall not relieve Client's contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. Consultant will not supervise or direct the work performed by Client's contractor or its subcontractors and is not responsible for their means and methods. The extension of unit prices with quantities to establish a total estimated cost does not guarantee a maximum cost to complete the Services. The quantities, when given, are estimates based on contract documents and schedules made available at the time of the Proposal. Since schedule, performance, production, and charges are directed and/or controlled by others, any quantity extensions must be considered as estimated and not a guarantee of maximum cost.
- 14. Sample Disposition, Affected Materials, and Indemnity.** Samples are consumed in testing or disposed of upon completion of the testing procedures (unless stated otherwise in the Services). Client shall furnish or cause to be furnished to Consultant all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials ("Affected Materials") at or near the site, and shall immediately transmit new, updated, or revised information as it becomes available. Client agrees that Consultant is not responsible for the disposition of Affected Materials unless specifically provided in the Services, and that Client is responsible for directing such disposition. In no event shall Consultant be required to sign a hazardous waste manifest or take title to any Affected Materials. Client shall have the obligation to make all spill or release notifications to appropriate governmental agencies. The Client agrees that Consultant neither created nor contributed to the creation or existence of any Affected Materials conditions at the site and Consultant shall not be responsible for any claims, losses, or damages allegedly arising out of Consultant's performance of Services hereunder, or for any claims against Consultant as a generator, disposer, or arranger of Affected Materials under federal, state, or local law or ordinance.
- 15. Ownership of Documents.** Work product, such as reports, logs, data, notes, or calculations, prepared by Consultant shall remain Consultant's property. Proprietary concepts, systems, and ideas developed during performance of the Services shall remain the sole property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
- 16. Utilities.** Unless otherwise stated in the Proposal, Client shall provide the location and/or arrange for the marking of private utilities and subterranean structures. Consultant shall take reasonable precautions to avoid damage or injury to subterranean structures or utilities. Consultant shall not be responsible for damage to subterranean structures or utilities that are not called to Consultant's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans furnished to Consultant.
- 17. Site Access and Safety.** Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any third parties, including Client's contractors, subcontractors, or other parties present at the site. In addition, Consultant retains the right to stop work without penalty at any time Consultant believes it is in the best interests of Consultant's employees or subcontractors to do so in order to reduce the risk of exposure to unsafe site conditions. Client agrees it will respond quickly to all requests for information made by Consultant related to Consultant's pre-task planning and risk assessment processes.

Consultant: **Terracon Consultants, Inc.**By: Jacob Wuenschel Date: **3/13/2025**Name/Title: **Jacob Wuenschel / Senior Consultant**Address: **650 W Lake St, Ste 420  
Chicago, IL 60661-1092**Phone: **(312) 575-0014** Fax: **(312) 575-0111**Email: **Jacob.Wuenschel@terracon.com**Client: **River Forest Public Library**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Title: **Emily Compton / Director**Address: **735 Lathrop Ave  
River Forest, IL 60305**Phone: **(708) 366-5205** Fax: \_\_\_\_\_Email: **emily.compton@riverforestlibrary.org**

## Annual Goals for Fiscal Year 2025-26

Emily Compton



Effectively manage Library operations to assure continued access to valuable programming, collections, and services. Strategies this year include,

1. Working with management team, continue to develop large scale events as requested in the Strategic Plan survey, this year including a 120<sup>th</sup> anniversary celebration and 2<sup>nd</sup> annual artisan fair.
2. Working with management team, develop a program plan for the Community Room, considering potential new programs to offer in the space and new equipment needed.
3. Working with trustees and staff, assess the effectiveness of the 2023-2026 Strategic Plan, decide whether to revise or replace the plan, and develop a new plan accordingly.

### Staff-Related Goals

1. Foster an environment that allows Library staff to provide excellent service to the community, including regular check-ins with management team and facilitating increased access to staff development opportunities.
2. Research insurance benefits at comparable libraries and consider whether RFPL can budget to cover a portion of family health insurance.
3. Work with management team to review and update job descriptions.
4. Work with management team to review and update annual performance evaluation process.

### Financial and Facility Goals

1. After completion of the facility assessment, create an inventory of capital assets per Lauterbach & Amen's audit requirement, and update the 5-year capital projections budget.
2. Work toward completion of phase two of the room renovation project. Work with Library staff to minimize interruption of service during construction and keep the community and stakeholders informed about the project.
3. Complete plan for HVAC repairs by engaging with a mechanical engineering firm to prepare a bid package for necessary repairs and equipment replacement. If the Library receives an acceptable bid, set a budget and timeline for the repairs. Work to minimize disruption of Library service and keep stakeholders informed throughout the project.