



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

Meeting Location

Barbara Hall Meeting Room  
River Forest Public Library  
735 Lathrop Avenue

**Agenda**

1. Call to order
2. Roll call
3. Visitors and guests
4. Byline Bank proposal to terminate Intra-Fi accounts and replace with Public Funds Money Market Account, with Denise Warren, Assistant Vice President, Sr. Branch Manager - vote
5. Consent Agenda
  - a. Minutes of the Regular Board Meeting: October 21, 2025
  - b. October 2025 Revenue and Expense Reports
  - c. October 2025 Bill Payment List and Credit Card Charges
  - d. October 31, 2025 Fund Balances Report and Capital Reserve Fund
  - e. Policy updates: Patrons X – Child Safety; Staff VII – Dispute Resolution; Staff VIII – Employee Discipline
6. Patron Suggestions
7. Director's Report
8. President's Report
9. New business
  - a. Committees: (Report/Discussion/Action)
    - i. Facilities Committee
    - ii. Finance Committee
    - iii. Policy Committee
  - b. RFPL Foundation Liaison
  - c. Village of River Forest Collaboration Committee Liaison
  - d. Space needs assessment proposals (\$9,500 - \$36,850) – vote
  - e. 2025 Levy Resolution – vote
10. Old business
  - a. Review of the 2025 Illinois Public Library Standards: Human Resources, Information Services, Marketing & Promotion, Programming, Safety & Emergency Preparedness, and Technology
  - b. Air handler unit condensation issue – update
    - i. Midwest Services & Development work to reroute piping to existing standpipe (est. \$5000) - vote
  - c. Garden sign replacement proposals (\$18,100 - \$19,977) - vote
  - d. Phase two (Community Room, Children's office space, bathroom) renovation project – update
    - i. Midwest Services & Development pay application (\$73,368) – vote
11. 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

Your journey starts here.

October 2025



## Byline Bank®

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## 1. INTRODUCTION

Byline Bank is a full-service commercial bank with approximately \$9.7 billion in assets, serving, municipalities, non-profits small businesses, mid-market companies, and consumers. We are headquartered in Chicago (180 N. LaSalle Street, Chicago, IL 60601). Byline Bancorp is the holding company for Byline Bank.

Byline has a long-standing history as an advisor to many Municipalities in the communities which we serve. Our reputation as a true partner and advisor to our local customers has allowed us to build ongoing relationships that span decades. Our Municipality partners enjoy the benefit of our best-in-class products and exceptional customer service.

- The Bank has been a community partner in its neighborhoods for over 100 years and operates more than 40 full-service branch locations throughout the Chicago and Milwaukee metropolitan areas.
- Byline Bank offers a full range of banking options, including Depository Products, Treasury and Lending Services.
- Byline Bank provides safety with solid capitalization, collateralized deposits, and collaboration to detect fraud.
- Byline Bank's personal service provides local experts on call to consult with River Forest Public Library on any business need.

Please do not hesitate to contact us with any questions or additional information needed.

## 2. SCOPE OF SERVICE

### A. Relationship Structure

River Forest Public Library currently has two Public Funds checking accounts held at Byline Bank with a combined balance of approximately \$50K. The Library also has accounts through the Intra-Fi system with a combined balance of approximately \$570K earning .50 APY.

Byline Bank's recommendation is that the Library terminate the Intra-Fi accounts and open a new interest-bearing, Public Funds Money Market account.

Benefits are:

- The interest rate paid on the new Public Funds Money Market account as of 10/28/2025 will be:

**\*APY 3.50%**

- Funds will be collateralized up to 110% of the balances the Library keeps with Byline Bank. Please see Section B below.
- New account will be visible / accessible via Byline Bank Online Banking System
- The Library will have the ability to conduct transfers between their accounts should they need to.

\*Byline Bank's team of experts will routinely conduct a review of the relationship / market conditions to make sure that proper products, fees, and interest rates are in place. An open line of communication will ensure that the Library is kept abreast of changes and improvements to the relationship.

#### B. Collateralization of Account Balances

Total Bank deposits in excess of the FDIC coverage will be collateralized at all times. Byline Bank uses a third-party safekeeping bank (UMB Bank NA) where bank owned securities are held in order to pledge as collateral for public entity account balances. We have excess collateral to meet all pledging needs and will follow the public entity's pledging requirements. Pledged security statements can be furnished to the municipality monthly upon request.

#### C. Online Banking Services

Byline Bank will continue to provide River Forest Public Library with one of the most modernized online banking platforms available in the industry. Our online banking software continues to provide secure and encrypted access for your security and peace of mind. We have a three-tier log-in process for all users that enables additional security steps if accessing the site from an unknown location. River Forest Public Library will have the ability to create and administer individual Users with their online needs and permissions.

River Forest Public Library will have a Treasury Management (Online Banking) team that will personally work with your online users, including coming to your location to provide any onsite training or assistance if needed.

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

### **Meeting Minutes: Regular Board Meeting: October 21, 2025, 6PM - DRAFT**

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

- Trustees Present: Scott Delano, Ann Berens, Elan Long, Simon Saddleton, Nathan Root. Lindsay McIntyre and Kathleen O'Neil were absent.
- Also Present: Emily Compton (RFPL Director), Shannon Duffy (RFPL Operations Manager)

**Visitors and Guests:** Sydnee Marks, Lauterbach & Amen (L&A) auditor

**Visitor Comments:** Ms. Marks' comments pertained to the annual audit, detailed below.

#### **Lauterbach & Amen FY 2024-25 audit presentation:**

Ms. Marks reported that L&A had no difficulties working with Library management on the audit and that the Library has proper internal controls in place. The audit findings resulted in the highest level of assurance that L&A can give with no management letter comments for FY2025.

#### **Consent Agenda:**

- a. Minutes of the Regular Board Meeting: September 16, 2025
- b. September 2025 Revenue and Expense Reports
- c. September 2025 Bill Payment List and Credit Card Charges
- d. September 30, 2025 Fund Balances Report and Capital Reserve Fund
- e. Policy updates: Staff XI. Infectious Materials.

Trustee Berens moved to approve Consent Agenda items a-e, and Trustee Root seconded the motion. Discussion included implications of tax revenue delays since tax bills haven't gone out yet. The motion passed on a roll call vote.

Roll Call Vote:

Ayes: Berens, Delano, Long, Root, Saddleton

#### **Patron Suggestions:**

Director Compton reported one suggestion to have an RFPL Foundation campaign poster in the lobby.

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

In addition to her written report, Director Compton discussed:

- The Library received its facilities assessment which details repairs needed over the next ten years. The only item that needs to be addressed immediately is replacing the roof access ladder which will be done on October 24<sup>th</sup>. The boiler doesn't need to be replaced for 7 years but there are other major HVAC repairs

like the VAV boxes which should be budgeted for sooner. Other recommended actions included phased carpet replacement, phased acoustic ceiling replacement, skylight repairs, and an eventual elevator replacement.

- The 120<sup>th</sup> RFPL birthday party was a success. Throughout the day, 92 people attended the morning story time and balloon show and 112 more people stopped in to spin the prize wheel and wish the Library a Happy Birthday.

### **President's Report:**

President Delano reported that he went to the Illinois Library Association Conference and spoke to various library communities. He noted that there was much discussion of ICE. On Friday, October 3<sup>rd</sup>, ICE was reportedly on-site at RFPL before the Library opened late due to construction noise. They talked to a nanny outside of the building and did not detain anyone. RFPL staff is informed about protocol for dealing with ICE. Because the library is a public building, agents may enter the building but are not allowed in staff (non-public) areas. Director Compton will handle any requests for information that ICE agents might make. The Library is in the process of reviewing its unattended child policy due to recent concerns about ICE. President Delano also reported that, while at ILA, he heard a lot of discussion about the increased pressure on librarians and libraries to provide social services to their communities.

### **New Business**

#### **Committee Reports**

##### **Facilities Committee**

President Delano reported that the committee met on October 1<sup>st</sup> to discuss construction and the facility assessment. Midwest Services and Development put up a plywood wall instead of a plastic one to ensure the safety of Children's Room visitors. A poster with a QR code to donate to the RFPL Foundation was put up on the wall. The committee also discussed a time-sensitive issue to order untreated doors so that the wood can be stained to match the wood in other areas in Children's. The committee approved the change order in the amount of \$1,265. The cost will come out of the project contingency fund.

##### **Finance Committee**

The Finance Committee reviewed the audit. Work on the draft budget will begin in January.

##### **Policy Committee**

The Policy Committee met and reviewed three policies on the schedule. They will meet again in January or sooner if necessary.

#### **RFPL Foundation Liaison**

Trustee Berens reported moving towards goals in the fundraising campaign.

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

The committee met on October 8<sup>th</sup>. The Township is looking for a new clerk. The



RFCCA-RFCC lease negotiations are ongoing. At OPRFHS, Imagine Phase 2 is halfway complete; ICE has not been an issue for the school. District 90 teacher negotiations are ongoing, but the mediator has been furloughed due to the government shutdown. The next committee meeting is December 11<sup>th</sup>.

### **Review of 2026 Library Board Meeting Calendar**

In 2026, the Board will have ten Regular meetings held on the third Tuesday of every month except for August and December.

### **Review of the 2025 Illinois Public Library Standards: Access, Advocacy & Community Engagement, Buildings & Grounds, Collection Management, Finance & Budget, and Governance & Administration**

The 2025 Illinois Public Library Standards is replacing the former Serving Our Public guidelines. They need to be reviewed by January, so the Board covered six chapters at the October meeting and will review the remaining six at the November meeting. The Library meets or exceeds the standards in all areas reviewed and Director Compton noted a few opportunities for further improvement.

### **Old Business**

#### **Air handler unit condensation issue - update**

The River Forest Park District and Public Works declined the Library's offer to install a French drain and requested to speak with Williams Architects about the design. Representatives from Williams Architects and Public Works have been in contact, and Williams is investigating alternate solutions. Director Compton will contact Oak Brook Mechanical Services (OMS) to inquire whether they can insulate the chilled water piping, which may help with the issue.

#### **Garden sign replacement – update**

The Board discussed their preferences for a new library sign in the garden. Marketing & PR Specialist Fran Arnold made some mockups to show what different options would look like in position. Director Compton will work with Fran to solicit a third proposal and provide a complete set of options at a future meeting.

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

#### **Construction approvals plan – discussion**

Phase Two of the project has been going well. The next construction meeting is on October 24<sup>th</sup>. In the first phase of the project, the board allowed Director Compton to approve changes to the contract up to \$20,000 with the approval of two Board

members rather than having to have a full board meeting. Given turnover on the Board, Director Compton wanted to discuss continuing this agreement. The Board agreed to continue the practice in Phase 2 with President Delano and another Facilities Committee member as the designated trustees.

**Adjournment**

The meeting was adjourned at 7:11pm following a motion by Trustee Berens which was seconded by Trustee Saddleton. All approved, and the meeting was adjourned.

Respectfully submitted,  
Elan Long, Secretary



River Forest Public Library  
Fiscal Year: May 1, 2025 - April 30, 2026  
Revenue Report: October-25

Account:	October-25	YTD	2025-2026	% of Budget
				50% as of 10/31/2025
Property Taxes	\$ -	\$ 7,542.77	\$ 1,685,000	0.45%
Connections Program Grant	\$ -	\$ -	\$ 3,500	0.00%
Replacement Taxes	\$ 3,315.40	\$ 11,509.86	\$ 16,000	71.94%
Lost Books Reimbursed	\$ 304.38	\$ 1,813.78	\$ 4,000	45.34%
Copy Machine Revenue	\$ 262.18	\$ 972.27	\$ 3,000	32.41%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 1,058.06	\$ 17,768.39	\$ 23,000	77.25%
Grants from RFPL Foundation	\$ -	\$ 27,195.00	\$ 50,000	54.39%
Gifts - other	\$ (0.36)	\$ 0.14	\$ 200	0.07%
IL Per Capita Grant	\$ -	\$ -	\$ 17,400	0.00%
Grants, other	\$ -	\$ 500.00	\$ 5,500	9.09%
Liebner Fund Endowment	\$ -	\$ -	\$ 4,250	0.00%
Misc Income	\$ -	\$ 3.50	\$ 200	1.75%
<b>Total:</b>	<b>\$ 4,939.66</b>	<b>\$ 67,305.71</b>	<b>\$ 1,812,050</b>	<b>3.71%</b>
<b>Income:</b>	<b>\$ 4,939.66</b>	<b>\$ 67,305.71</b>	<b>\$ 1,812,050</b>	<b>3.71%</b>
<b>Expense:</b>	<b>\$ 141,394.60</b>	<b>\$ 781,314.25</b>	<b>\$ 1,812,050</b>	<b>43.12%</b>

Prepared 11.11.25



River Forest Public Library

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

Expense Report: Oct-25

October-25

Fiscal YTD

Actual % Budget

50% as of 10/31/2025

25-26  
Budget

Expenses

Personnel

Wages & Salaries	\$	74,307.64	\$	439,663.27	47.10%	\$	933,500
Medical Health Insurance Coverage	\$	8,953.55	\$	26,968.41	38.42%	\$	70,200
IMRF	\$	4,477.02	\$	24,232.09	47.05%	\$	51,500
Medicare/FICA	\$	5,337.88	\$	32,613.80	45.61%	\$	71,500
Staff Recognition	\$	579.52	\$	1,008.25	18.00%	\$	5,600
Membership Dues	\$	-	\$	1,320.00	44.00%	\$	3,000
Staff Training & Development	\$	75.00	\$	2,428.50	33.50%	\$	7,250
<b>Total Personnel</b>	<b>\$</b>	<b>93,730.61</b>	<b>\$</b>	<b>528,234.32</b>	<b>46.23%</b>	<b>\$</b>	<b>1,142,550</b>

Advertising & Programming

Printing & Advertising

Newsletter	\$	-	\$	3,068.64	43.84%	\$	7,000
Advertising	\$	163.89	\$	1,424.39	28.49%	\$	5,000
<b>Total Printing &amp; Advertising</b>	<b>\$</b>	<b>163.89</b>	<b>\$</b>	<b>4,493.03</b>	<b>37.44%</b>	<b>\$</b>	<b>12,000</b>

Programming

Children's Programs	\$	941.97	\$	6,111.38	32.17%	\$	19,000
Teen Programs	\$	399.36	\$	2,917.98	32.42%	\$	9,000
Adult Programs	\$	1,095.06	\$	9,499.64	48.72%	\$	19,500
Special Programs	\$	158.30	\$	4,343.66	62.05%	\$	7,000
Connections Programs	\$	146.36	\$	385.75	11.02%	\$	3,500
<b>Total Programs</b>	<b>\$</b>	<b>2,741.05</b>	<b>\$</b>	<b>23,258.41</b>	<b>40.10%</b>	<b>\$</b>	<b>58,000</b>
<b>Total Advertising &amp; Programming</b>	<b>\$</b>	<b>2,904.94</b>	<b>\$</b>	<b>27,751.44</b>	<b>39.64%</b>	<b>\$</b>	<b>70,000</b>

Support Services

ILL & RB Services	\$	-	\$	504.80	42.07%	\$	1,200
Technical Support (IT)	\$	2,780.24	\$	11,055.71	39.84%	\$	27,750
Automation Administration	\$	11,736.60	\$	21,864.14	49.41%	\$	44,250
Consultant Fees/Legal Fees	\$	-	\$	18,500.00	44.58%	\$	41,500

Postage & Delivery	\$	20.99	\$	359.13	8.45%	\$	4,250
Audit	\$	2,000.00	\$	8,900.00	72.65%	\$	12,250
Payroll & Employment Services	\$	409.02	\$	3,417.42	55.12%	\$	6,200
Youth Interventionist Contract	\$	1,327.25	\$	2,610.75	48.80%	\$	5,350
Telephone/Internet	\$	1,105.27	\$	6,585.98	48.79%	\$	13,500
Trustee Training & Memberships	\$	-	\$	-	0.00%	\$	1,250
Copy Machine Lease	\$	1,765.47	\$	2,878.27	89.95%	\$	3,200
<b>Total Support Services</b>	<b>\$</b>	<b>21,144.84</b>	<b>\$</b>	<b>76,676.20</b>	<b>47.71%</b>	<b>\$</b>	<b>160,700</b>

## Materials & Supplies

### *Library Materials*

Books	\$	6,257.64	\$	31,925.08	38.93%	\$	82,000
Print Periodicals	\$	64.99	\$	5,955.97	79.41%	\$	7,500
Automated Subscriptions (databases)	\$	-	\$	12,464.48	87.78%	\$	14,200
Digital Content (ebooks, movies, music)	\$	5,611.09	\$	42,625.87	48.44%	\$	88,000
AV & Other Nonprint Materials	\$	1,626.92	\$	8,159.15	50.99%	\$	16,000
<b>Total Library Materials</b>	<b>\$</b>	<b>13,560.64</b>	<b>\$</b>	<b>101,130.55</b>	<b>48.69%</b>	<b>\$</b>	<b>207,700</b>

### *Library & Office Supplies*

Office Supplies	\$	206.13	\$	829.19	20.73%	\$	4,000
Library Supplies	\$	236.79	\$	1,828.73	34.50%	\$	5,300
Copy & Printing Supplies	\$	178.96	\$	611.78	29.13%	\$	2,100
Misc Expenses	\$	151.82	\$	932.26	35.86%	\$	2,600
<b>Total Library &amp; Office Supplies</b>	<b>\$</b>	<b>773.70</b>	<b>\$</b>	<b>4,201.96</b>	<b>30.01%</b>	<b>\$</b>	<b>14,000</b>
<b>Total Materials &amp; Supplies</b>	<b>\$</b>	<b>14,334.34</b>	<b>\$</b>	<b>105,332.51</b>	<b>47.51%</b>	<b>\$</b>	<b>221,700</b>

## Strategic Initiatives

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

### *Facility Supplies*

<b>Building Materials &amp; Supplies</b>	<b>\$</b>	<b>519.55</b>	<b>\$</b>	<b>2,949.24</b>	<b>42.13%</b>	<b>\$</b>	<b>7,000</b>
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### *Facility Services*

Insurance	\$	-	\$	-	0.00%	\$	23,850
Maintenance & Custodial Service	\$	7,922.82	\$	34,702.90	39.89%	\$	87,000
Water	\$	270.08	\$	846.94	28.23%	\$	3,000
Natural Gas	\$	-	\$	3,027.81	25.23%	\$	12,000
Copier Maintenance & Usage	\$	126.49	\$	874.22	38.85%	\$	2,250

<b>Total Facility Services</b>		<b>\$ 8,319.39</b>	<b>\$ 39,451.87</b>	<b>30.80%</b>	<b>\$ 128,100</b>
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*Furniture & Technology*

Furniture		\$ -	\$ 137.28	3.43%	\$ 4,000
Technology Misc.		\$ 440.93	\$ 781.39	26.05%	\$ 3,000
<b>Total Furniture &amp; Technology</b>		<b>\$ 440.93</b>	<b>\$ 918.67</b>	<b>13.12%</b>	<b>\$ 7,000</b>
<b>Total Facilities Management</b>		<b>\$ 9,279.87</b>	<b>\$ 43,319.78</b>	<b>30.49%</b>	<b>\$ 142,100</b>

Totals

<b>Total Operating Expenses</b>		<b>\$ 141,394.60</b>	<b>\$ 781,314.25</b>	<b>44.59%</b>	<b>\$ 1,752,050</b>
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<b>Capital Improvement Reserve Fund</b>		<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 60,000</b>
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<b>Total Expenses</b>		<b>\$ 141,394.60</b>	<b>\$ 781,314.25</b>	<b>43.12%</b>	<b>\$ 1,812,050</b>
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<b>Total Income</b>		<b>\$ 4,939.66</b>	<b>\$67,305.71</b>	<b>3.71%</b>	<b>\$ 1,812,050</b>
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Prepared 11.11.25

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

	<b>Date</b>	<b>Transaction Type</b>	<b>Memo/Description</b>	<b>Amount</b>
<b>AMAZON</b>		Bill Payment		
	10/13/2025	(Check)		-679.08
	10/08/2025	Bill	VIDEO GAMES	334.50
	10/07/2025	Bill	SQUISHY CAULDRONS	29.98
	10/07/2025	Bill	CRAFT SUPPLIES	73.72
	10/06/2025	Bill	SWITCH GAME	49.94
	10/05/2025	Bill	HALLOWEEN CRAFT SUPPLIES	36.37
	10/04/2025	Bill	BOOKS	9.99
	09/30/2025	Bill	J SWITCH GAMES	109.98
	09/30/2025	Bill	HOT GLUE GUN	34.60
		Bill Payment		
	10/27/2025	(Check)		-357.25
	10/12/2025	Bill	TEEN SUPPLIES	17.53
	10/25/2025	Bill	SWITCH GAME CASES	15.00
	10/25/2025	Bill	XBOX GAME	39.99
	10/25/2025	Bill	BANDANA/S'MORE	4.99
			MATERIALS/CONSTRUCTION WALL	
	10/25/2025	Bill	ART	66.00
	10/23/2025	Bill	4 USB HUBS FOR COMPUTERS	31.88
			LEFT-HANDED SCISSORS,	
	10/18/2025	Bill	STICKERS	14.98
	10/16/2025	Bill	STAPLES FOR STAPLE GUN	9.99
	10/15/2025	Bill	STAPLE GUN	20.99
	10/14/2025	Bill	STICKERS FOR TEENS	5.91
	10/12/2025	Bill	DESK DECOR SUPPLIES	28.80
	10/11/2025	Bill	STICKERS FOR TEENS	6.79
	10/06/2025	Bill	AG TEA PARTY SUPPLIES	94.40
<b>Ancel Glink</b>		Bill Payment		
	10/27/2025	(Check)		-125.00
	09/27/2025	Bill	CAPITAL**PHASE 2 INSURANCE QUESTIONS	125.00

**ANDERSON  
ELEVATOR  
COMPANY**

10/13/2025	Bill Payment (Check)		-225.00
10/01/2025	Bill	OCTOBER ELEVATOR MAINTENANCE	225.00

**BAKER &  
TAYLOR  
C0260133**

10/13/2025	Bill Payment (Check)		-9.52
09/17/2025	Bill	BOOK	9.52

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

10/13/2025	Bill Payment (Check)		-15.33
10/01/2025	Bill	INVOICE #2038462088 AND INVOICE #2038544706 (BOOKS)	15.33

**Bibliotheca, LLC**

10/27/2025	Bill Payment (Check)		-4,887.75
10/27/2025	Bill	1 year self-checkout subscription	4,887.75

**Cintas Fire  
Protection**

10/13/2025	Bill Payment (Check)		-108.00
09/30/2025	Bill	MONTHLY AED SUBSCRIPTION	108.00

**CleanNet of  
Illinois**

10/13/2025	Bill Payment (Check)		-1,549.80
10/01/2025	Bill	MONTHLY CLEANING FEE	1,549.80

**Comcast  
BUSINESS**



10/27/2025	Bill Payment (Check)		-389.95
09/27/2025	Bill	OCTOBER 2025 INTERNET BILL	389.95

**COMCAST  
BUSINESS  
(VoiceEdge\*)**

10/13/2025	Bill Payment (Check)		-715.32
10/07/2025	Bill	OCTOBER 2025 PHONE BILL	715.32

**EMILE  
LUCCHESI**

10/27/2025	Bill Payment (Check)		-350.00
10/14/2025	Bill	NAVY NURSE PROGRAM PRESENTER 11/9/25	350.00

**Engberg-  
Anderson, Inc.**

10/27/2025	Bill Payment (Check)		-2,257.50
09/30/2025	Bill	CAPITAL**CONSTRUCTION ADMINISTRATION	2,257.50

**GOOD EARTH  
GREENHOUSE**

10/13/2025	Bill Payment (Check)		-370.00
10/27/2025	Bill	FALL PLANTERS	370.00

**Heritage  
Technology  
Solutions**

10/13/2025	Bill Payment (Check)		-709.00
08/06/2025	Bill	ANNUAL SECURITY CAMERA MAINTENANCE	709.00

**Hoopla**

10/13/2025	Bill Payment (Check)		-2,999.00
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09/30/2025	Bill	SEPTEMBER HOOPLA CHECKOUTS	2,999.00
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**Ingram Library  
Services**

	Bill Payment		
10/13/2025	(Check)		-4,061.79
09/08/2025	Bill	BOOK	12.05
09/11/2025	Bill	BOOK	15.91
09/18/2025	Bill	BOOKS	114.15
09/18/2025	Bill	BOOK	12.38
09/18/2025	Bill	BOOKS	25.27
09/18/2025	Bill	BOOKS	32.18
09/18/2025	Bill	BOOKS	134.16
09/18/2025	Bill	BOOKS	118.78
09/18/2025	Bill	BOOKS	42.26
09/18/2025	Bill	BOOK	11.81
09/18/2025	Bill	BOOKS	117.11
09/18/2025	Bill	BOOKS	46.84
09/18/2025	Bill	BOOKS	21.55
09/18/2025	Bill	BOOK	11.06
09/18/2025	Bill	BOOKS	30.54
09/18/2025	Bill	BOOK	21.91
09/22/2025	Bill	BOOKS	101.56
09/22/2025	Bill	BOOKS	102.86
09/22/2025	Bill	BOOK	17.46
09/22/2025	Bill	BOOK	21.43
09/22/2025	Bill	BOOK	17.47
09/22/2025	Bill	BOOK	21.92
09/22/2025	Bill	BOOK	18.04
09/22/2025	Bill	BOOKS	89.39
09/22/2025	Bill	BOOKS	28.32
09/22/2025	Bill	BOOKS	51.77
09/23/2025	Bill	BOOK	15.38
09/23/2025	Bill	BOOK	12.38
09/23/2025	Bill	BOOK	14.71
09/24/2025	Bill	BOOKS	139.54
09/24/2025	Bill	BOOK	24.24
09/24/2025	Bill	BOOK	12.94
09/24/2025	Bill	BOOK	10.68
09/24/2025	Bill	BOOK	11.81
09/24/2025	Bill	BOOK	12.38

09/24/2025	Bill	BOOK	14.69
09/24/2025	Bill	BOOKS	36.64
09/24/2025	Bill	BOOK	14.07
09/24/2025	Bill	BOOK	21.14
09/24/2025	Bill	BOOK	26.75
09/24/2025	Bill	BOOK	23.25
09/24/2025	Bill	BOOK	32.95
09/24/2025	Bill	BOOK	11.06
09/25/2025	Bill	BOOK	19.77
09/25/2025	Bill	BOOK	14.78
09/25/2025	Bill	BOOK	19.77
09/29/2025	Bill	BOOKS	69.73
09/29/2025	Bill	BOOK	13.89
09/29/2025	Bill	BOOK	12.02
09/29/2025	Bill	BOOKS	73.60
09/29/2025	Bill	BOOK	18.84
09/29/2025	Bill	BOOKS	61.30
09/29/2025	Bill	BOOK	21.60
09/30/2025	Bill	BOOK	15.94
10/01/2025	Bill	BOOK	17.59
10/01/2025	Bill	BOOK	12.48
10/01/2025	Bill	BOOKS	160.70
10/01/2025	Bill	BOOK	11.49
10/01/2025	Bill	BOOK	18.72
10/01/2025	Bill	BOOKS	79.01
10/01/2025	Bill	BOOK	18.60
10/01/2025	Bill	BOOKS	40.54
10/01/2025	Bill	BOOK	21.69
10/01/2025	Bill	BOOKS	19.84
10/01/2025	Bill	BOOKS	34.22
10/01/2025	Bill	BOOK	14.50
10/01/2025	Bill	BOOK	20.03
10/01/2025	Bill	BOOK	17.07
10/01/2025	Bill	BOOK	35.53
10/01/2025	Bill	BOOK	14.92
10/01/2025	Bill	BOOK	11.79
10/01/2025	Bill	BOOK	15.47
10/01/2025	Bill	BOOK	17.97
10/01/2025	Bill	BOOK	17.71
10/01/2025	Bill	BOOKS	66.62
10/01/2025	Bill	BOOK	27.10
10/01/2025	Bill	BOOK	7.26

10/01/2025	Bill	BOOK	18.96
10/01/2025	Bill	BOOKS	29.61
10/03/2025	Bill	BOOK	10.76
10/03/2025	Bill	BOOKS	25.14
10/03/2025	Bill	BOOK	18.94
10/03/2025	Bill	BOOKS	42.95
10/06/2025	Bill	BOOKS	55.31
10/06/2025	Bill	BOOKS	40.52
10/06/2025	Bill	BOOKS	11.95
10/06/2025	Bill	BOOK	23.31
10/06/2025	Bill	BOOKS	32.46
10/06/2025	Bill	BOOKS	121.77
10/06/2025	Bill	BOOK	17.11
10/06/2025	Bill	BOOK	14.57
10/06/2025	Bill	BOOK	18.93
10/06/2025	Bill	BOOK	9.94
10/06/2025	Bill	BOOKS	74.85
10/06/2025	Bill	BOOKS	35.08
10/06/2025	Bill	BOOK	18.95
10/06/2025	Bill	BOOK	17.33
10/06/2025	Bill	BOOK	10.76
10/06/2025	Bill	BOOK	21.26
10/06/2025	Bill	BOOK	17.04
10/07/2025	Bill	BOOKS	27.69
10/07/2025	Bill	BOOK	14.70
10/08/2025	Bill	BOOKS	37.37
10/08/2025	Bill	BOOKS	41.26
10/08/2025	Bill	BOOKS	55.34
10/08/2025	Bill	BOOK	16.42
10/08/2025	Bill	BOOK	18.19
10/08/2025	Bill	BOOKS	46.61
10/08/2025	Bill	BOOK	17.62
10/08/2025	Bill	BOOK	11.91
10/08/2025	Bill	BOOKS	54.25
10/08/2025	Bill	BOOK	16.15
10/08/2025	Bill	BOOKS	37.51
10/08/2025	Bill	BOOK	23.28
10/08/2025	Bill	BOOK	13.43
10/08/2025	Bill	BOOKS	52.13
10/08/2025	Bill	BOOK	21.59
10/10/2025	Bill	BOOK	16.82
10/10/2025	Bill	BOOK	20.56

09/08/2025	Bill	BOOK	24.99
		DEFECTIVE BOOK INVOICE	
09/22/2025	Vendor Credit	#63220974	-11.72
09/08/2025	Bill	BOOK	30.45
	Bill Payment		
10/27/2025	(Check)		-2,281.83
10/14/2025	Bill	BOOK	22.33
10/14/2025	Bill	BOOK	15.84
10/14/2025	Bill	BOOK	12.98
10/14/2025	Bill	BOOK	13.08
10/14/2025	Bill	BOOKS	86.94
10/14/2025	Bill	BOOK	19.88
10/14/2025	Bill	BOOK	22.07
10/14/2025	Bill	BOOK	18.71
10/14/2025	Bill	BOOK	12.50
10/14/2025	Bill	BOOK	19.88
10/14/2025	Bill	BOOKS	89.10
10/14/2025	Bill	BOOKS	34.78
10/14/2025	Bill	BOOK	14.18
10/14/2025	Bill	BOOK	14.21
10/14/2025	Bill	BOOKS	33.36
10/14/2025	Bill	BOOK	8.59
10/14/2025	Bill	BOOK	11.19
10/16/2025	Bill	BOOKS	37.01
10/16/2025	Bill	BOOK	10.31
10/16/2025	Bill	BOOK	13.09
10/16/2025	Bill	BOOK	19.67
10/16/2025	Bill	BOOKS	94.80
10/16/2025	Bill	BOOKS	25.51
10/16/2025	Bill	BOOKS	35.77
10/16/2025	Bill	BOOK	13.68
10/16/2025	Bill	BOOK	26.19
10/16/2025	Bill	BOOK	11.21
10/16/2025	Bill	BOOK	16.33
10/16/2025	Bill	BOOK	17.58
10/16/2025	Bill	BOOK	19.10
10/16/2025	Bill	BOOK	12.58
10/16/2025	Bill	BOOK	12.81
10/16/2025	Bill	BOOK	22.05
10/16/2025	Bill	BOOK	24.86
10/16/2025	Bill	BOOK	12.76
10/16/2025	Bill	BOOKS	49.45

10/16/2025	Bill	BOOKS	52.26
10/16/2025	Bill	BOOKS	64.53
10/16/2025	Bill	BOOKS	93.66
10/16/2025	Bill	BOOK	14.81
10/16/2025	Bill	BOOK	17.11
		BOOKS /CHI	
10/20/2025	Bill	BOOK/ADU	55.19
10/20/2025	Bill	BOOK	24.92
10/21/2025	Bill	BOOKS	55.71
10/21/2025	Bill	BOOKS	37.56
10/21/2025	Bill	BOOK	18.78
10/21/2025	Bill	BOOKS	206.57
10/21/2025	Bill	BOOK	9.94
10/21/2025	Bill	BOOK	23.44
10/21/2025	Bill	BOOK	15.38
10/22/2025	Bill	BOOK	17.11
10/23/2025	Bill	BOOKS	30.48
10/24/2025	Bill	BOOK	26.14
10/24/2025	Bill	BOOK	19.84
10/24/2025	Bill	BOOK	13.77
10/24/2025	Bill	BOOK	15.13
07/29/2025	Bill	BOOK	14.11
10/13/2025	Bill	BOOK	16.14
10/13/2025	Bill	BOOKS	72.55
10/13/2025	Bill	BOOK	18.70
10/13/2025	Bill	BOOKS	34.55
10/13/2025	Bill	BOOK	21.60
10/13/2025	Bill	BOOK	20.87
10/13/2025	Bill	BOOKS	181.04
10/13/2025	Bill	BOOK	11.88
10/13/2025	Bill	BOOK	28.84
10/13/2025	Bill	BOOKS	58.11
10/13/2025	Bill	BOOK	18.71
10/14/2025	Bill	BOOKS	28.88
10/14/2025	Bill	BOOK	19.14

## JOHN KOKORIS

10/13/2025	Bill Payment (Check)	-250.00
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10/06/2025	Bill	ILLINOIS' MOST STORIED CEMETERIES PROGRAM 10/26/25	250.00
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### Kanopy

10/13/2025	Bill Payment (Check)		-312.80
09/30/2025	Bill	SEPTEMBER KANOPY CHECKOUTS	312.80

### Konica Business Solutions

10/13/2025	Bill Payment (Check)		-126.49
10/02/2025	Bill	OCTOBER 2024 MAINTENANCE SERVICE	10.46
10/01/2025	Bill	SEPTEMBER 2025 COPY USAGE	116.03

### Konica Premier Finance

10/24/2025	Bill Payment (Check)		-1,765.47
10/14/2025	Bill	COPIER LEASE PAYOFF/END OF CONTRACT FEES	1,765.47

### LAUTERBACH & AMEN, LLP

10/27/2025	Bill Payment (Check)		-2,000.00
10/15/2025	Bill	FINAL FILING - AUDIT	2,000.00

### MIDWEST TAPE

10/13/2025	Bill Payment (Check)		-659.10
09/25/2025	Bill	DVDS	147.00
09/25/2025	Bill	BLU-RAYS	63.86
10/02/2025	Bill	DVDS	81.69
10/02/2025	Bill	BLU-RAY	29.37
10/02/2025	Bill	DVDS	88.29
10/02/2025	Bill	BLU-RAY	37.93

09/18/2025	Bill	DVDS	66.21
09/18/2025	Bill	DVD	27.48
09/25/2025	Bill	DVD	24.43
09/18/2025	Bill	DVDS	92.84
	Bill Payment		
10/27/2025	(Check)		-433.41
10/09/2025	Bill	DVD	30.91
10/09/2025	Bill	DVDS	108.22
10/09/2025	Bill	BLU-RAY	25.18
10/16/2025	Bill	BLU-RAY	36.43
10/16/2025	Bill	DVDS	131.20
10/23/2025	Bill	DVD	26.68
10/23/2025	Bill	DVD	19.93
10/23/2025	Bill	BLU-RAY	27.43
10/23/2025	Bill	DVD	27.43

**Oak Brook  
Mechanical  
Services, Inc.**

	Bill Payment		
10/27/2025	(Check)		-3,943.00
10/24/2025	Bill	2 FAN COIL REPLACEMENTS	3,943.00

**OAK PARK  
TOWNSHIP  
YOUTH  
SERVICES**

	Bill Payment		
10/27/2025	(Check)		-1,327.25
		Q1- YOUTH INTERVENTIONIST CONTRACT/JULY-SEPTEMBER 2025	
10/14/2025	Bill		1,327.25

**OUTSOURCE  
SOLUTIONS  
GROUP, INC.**

	Bill Payment		
10/27/2025	(Check)		-3,133.46
		OCTOBER IPAD SECURITY SOFTWARE AND OCTOBER TECH SUPPORT	
10/15/2025	Bill		2,798.59
10/09/2025	Bill	LAPTOP DOCKING STATION	334.87



**OverDrive**

	Bill Payment		
10/13/2025	(Check)		-1,507.49
10/02/2025	Bill	4 EBOOKS, 7 AUDIOBOOKS	589.97
09/30/2025	Bill	9 EBOOKS, 3 AUDIOBOOKS	449.73
10/07/2025	Bill	4 EBOOKS, 4 AUDIOBOOKS	467.79
	Bill Payment		
10/27/2025	(Check)		-311.80
10/14/2025	Bill	1 EBOOK, 1 AUDIOBOOK	70.25
10/21/2025	Bill	2 EBOOKS, 1 AUDIOBOOK	181.56
10/21/2025	Bill	1 EBOOK	59.99

**PeopleFacts**

	Bill Payment		
10/13/2025	(Check)		-130.95
10/01/2025	Bill	BACKGROUND CHECK	130.95

**Rhonda Fentry**

	Bill Payment		
10/27/2025	(Check)		-60.00
10/14/2025	Bill	GENTLE YOGA 11/8/25	60.00

**S&D PRIME  
MAINTENANCE, I  
NC**

	Bill Payment		
10/13/2025	(Check)		-958.02
09/30/2025	Bill	SEPTEMBER MAINTENANCE SERVICE	958.02

**Shannon Gruber**

	Bill Payment		
10/13/2025	(Check)		-108.30
09/29/2025	Bill	120TH BIRTHDAY/PARTY TREATS	108.30

**Smithereen Pest  
Management**

	Bill Payment		
10/13/2025	(Check)		-60.00
10/01/2025	Bill	MONTHLY PEST CONTROL	60.00

**Staples**

10/27/2025	Bill Payment (Check)		-1,062.95
10/16/2025	Bill	Labels, copy paper, sanitary products, legal pads, tape.	1,062.95

**SWAN**

10/27/2025	Bill Payment (Check)		-6,285.50
10/07/2025	Bill	SWAN FEES OCT-DEC 2025	6,285.50

**Today's  
Business  
Solutions**

10/13/2025	Bill Payment (Check)		-545.00
09/29/2025	Bill	PRINTING SOFTWARE SUBSCRIPTION	545.00

**VILLAGE OF  
RIVER FOREST**

10/13/2025	Bill Payment (Check)		-270.08
10/01/2025	Bill	WATER BILL - JULY/AUGUST 2025	270.08
10/13/2025	Bill Payment (Check)		-7,980.64
10/13/2025	Bill	September 2025 IMRF	7,980.64
10/13/2025	Bill Payment (Check)		-6,166.21
10/13/2025	Bill	September 2025 Health Insurance	6,166.21
10/23/2025	Bill Payment (Check)		-6,881.23
10/23/2025	Bill	June Health Insurance	6,881.23

**VIOLET VELVET  
COOKING  
CLASSES**

10/13/2025	Bill Payment (Check)		-650.00
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10/09/2025	Bill	CHILDRENS AND MS/TEEN CUPCAKE PROGRAMS	650.00
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Sunday, Nov 09, 2025 12:36:16 PM GMT-8

**October 2025 Byline Credit Card**

**Ending Balance: \$2,619.30**

<b>Date</b>	<b>Payee</b>	<b>Memo</b>	<b>Charge</b>	<b>Payment</b>	<b>Type</b>	<b>Account</b>
10/31/2025	PANERA BREAD	COFFEE MONDAY FOUNDATION	33.04		Expense	Adult Expenses:Programs - Adult
10/29/2025	FedEx	POSTER	22.00		Expense	Marketing:Advertisement
10/28/2025	SQUARE	CAPITAL**SQUARE PAYMENT SYSTEM FOR CIRCULATION DESK MONTHLY MAILCHIMP	1,307.90		Expense	Capital Expense:Capital Technology
10/26/2025	MAILCHIMP	SUBSCRIPTION	45.00		Expense	Marketing:Advertisement Special
10/24/2025	Target	SNACKS/HALLOWEEN PROGRAM	28.35		Expense	Programs:Connections Programs
10/24/2025	Jewel Foods	SNACKS/FILM MONTHLY	6.12		Expense	Adult Expenses:Programs - Adult
10/23/2025	Stamps.com	STAMPS.COM FEE	20.99		Expense	Support Services:Postage
10/23/2025	RIVER FOREST PARK DISTRICT	HOLIDAY TREE TRIMMING SLOT	50.00		Expense	Special Programs Children's
10/23/2025	Target	TREATS/AMERICAN GIRL TEA PARTY LEGISLATIVE LUNCH	40.04		Expense	Expenses:Programs - Children's
10/22/2025	ILA	REGISTRATION	60.00		Expense	Personnel:Staff Training and Development
10/21/2025	Wayfair	BENCH/LOBBY LIBRARY	330.98		Expense	Capital Expense:Capital Room Renovation Phase Two:Furniture Furnishings & Equipment
10/21/2025	THREADLESS	SWEATSHIRTS FOR NEW STAFF	73.01		Expense	Marketing:Advertisement Special
10/21/2025	Jewel Foods	MINI PUMPKINS/CRAFT	7.92		Expense	Programs:Connections Programs
10/18/2025	WALL STREET JOURNAL	WSJ MONTHLY CHARGE	64.99		Expense	Adult Expenses:Periodicals - Adult
10/16/2025	Jewel Foods	BREAKFAST AND DRINKS FOR IN SERVICE DAY	96.87		Expense	Personnel:Staff Recognition (InService)

10/16/2025	PANERA BREAD JERUSALEM CAFE ELAN FINANCIAL SERVICES	COFFEE/IN SERVICE STAFF DAY	47.70	Expense	Personnel:Staff Recognition (InService)
10/15/2025		STAFF LUNCH/IN SERVICE	384.39	Expense	Personnel:Staff Recognition (InService)
10/14/2025		Credit card payment PARKING/ ILA	4,224.84	Expense	BYLINE Operations Personnel:Staff Training and Development
10/14/2025	AMANO ONE	CONFERENCE	15.00	Expense	Children's Expenses:Programs - Children's
10/10/2025	PARTIES WITH CHARACTER	ELSA STORYTIME REFRESHMENTS FOR BOOK DISCUSSION	215.89	Expense	Adult Expenses:Programs - Adult
10/09/2025	Jewel Foods	USB EXTENDERS FOR NEW COMPUTERS	12.86	Expense	Equipment & Furniture:Technology (misc.)
10/09/2025	Walmart	FACEBOOK ADS FOR SEPTEMBER 2025	74.18	Expense	Marketing:Advertisement
10/08/2025	META		23.88	Expense	
10/08/2025	BEAVER SHREDDING	PAPER SHREDDING PROGRAM PAYMENT	350.00	Expense	Adult Expenses:Programs - Adult
10/08/2025	MobileBeacon	SERVICE FOR 4 HOTSPOTS	480.00	Expense	Online e-Content:Other Online eContent
10/06/2025	PANERA BREAD	COFFEE MONDAY ORDER	33.04	Expense	Adult Expenses:Programs - Adult
10/02/2025	Target	HALLOWEEN CANDY	45.96	Expense	Children's Expenses:Programs - Children's
10/02/2025	Jewel Foods	SMALL PUMPKINS CHILDREN'S ROOM	37.50	Expense	Children's Expenses:Programs - Library and Office
10/01/2025	FedEx	SIGNAGE	32.50	Expense	Expenses:Library Supplies
10/01/2025	Jewel Foods	TREATS/VICTORIA 20TH ANNIVERSARY	50.56	Expense	Personnel:Staff Recognition (InService)

# River Forest Public Library

## Fund Balances

As of October 31, 2025

Prepared 11.11.25

10/31/2025

### CHECKING/SAVINGS - OPERATIONS FUND

#### Operations Current

#### Interest Rate

ICS Operations	0.50%	392,150.62
Byline Operations	0.40%	46,123.11
CIBC Operations	0.00%	-
Petty Cash		40.00

TOTAL OPERATIONS CHECKING/SAVINGS 438,313.73

#### Maturity Date

#### CDARS Reserves

#### Interest Rate

11/28/2025 OP CD 1 YEAR- CIBC 3.50% 56,305.96

TOTAL CDARS Reserves Operations 56,305.96

### TOTAL OPERATIONS FUND

**494,619.69**

### CHECKING/SAVINGS - CAPITAL ACCOUNT

#### Interest Rate

ICS Capital	0.50%	184,990.84
Byline Capital	0.40%	7,744.20

TOTAL CAPITAL CHECKING/SAVINGS 192,735.04

#### Maturity Date

#### CDARS Reserves

#### Interest Rate

11/28/2025	CAP CD 3 MONTHS- CIBC	3.25%	264,254.17
12/26/2025	CAP CD 3 MONTHS- CIBC	3.25%	234,793.17
12/26/2025	CAP CD 3 MONTHS- CIBC	3.25%	254,084.19
1/8/2025	CAP CD 3 MONTHS- CIBC	3.25%	53,180.75
1/8/2025	CAP CD 3 MONTHS- CIBC	3.25%	53,180.75

TOTAL CDARS Reserves Capital 859,493.03

### TOTAL CAPITAL FUND

**1,052,228.07**

### TOTAL OPERATIONS/CAPITAL FUNDS

**1,546,847.76**



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

**Oct-25**

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

**Capital Reserve Account Balances**

ICS Capital Reserve	\$	184,990.84 *
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Byline Capital Checking	\$	7,744.20
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<b>Total Capital Reserve Checking / Savings</b>	<b>\$</b>	<b>192,735.04</b>
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<b>Total Capital CDARS Reserve</b>	<b>\$</b>	<b>910,208.22</b>
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<b>Total Capital Reserve Fund</b>	<b>\$</b>	<b>1,102,943.26</b>
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**Revenues**

**Expenses**

Outsource Solutions Group- bill 2of 2 for capital tech hours / 5 new computers	10/6/2025	\$	9,300.21
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Ancel Glink- bid questions, contract/insurance reviews	10/6/2025	\$	500.00
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Engberg-Anderson- construction administration	10/31/2025	\$	2,257.50
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**Transfers**

**Income**

Interest- Checking / ICS	10/31/2025	\$	70.75
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Interest- CDARS	10/31/2025	\$	2,346.37
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Prepared: 11.11.25

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

## X. Child Safety

RFPL welcomes the use of its facilities and services by children. However, RFPL is a public building and, as such, may not be a safe place to leave a child unattended.-

RFPL does not assume responsibility for the safety of children. Such responsibility lies with the parent, guardian, or caregiver ("Chaperones"). Chaperones are responsible for the safety and actions of the children whom they are supervising while those children are at RFPL. Chaperones must be age twelve or older.-

### Children ages 0 through 45 years old

While at RFPL, children under the age of 56 years old must be within the immediate vicinity of their Chaperone, and actively supervised by their Chaperone, at all times.-

### Children ages 56 through 7 years old

~~While at RFPL, children ages 5 through 7 years old must be accompanied by a Chaperone who is in the building for their entire visit.-~~

Some programs do not require active supervision of the children participating, but their Chaperones must remain in the building.- ~~While at RFPL, children ages 6 through 7 years old must be accompanied by a Chaperone who is in the building for their entire visit.~~

### Children ages 8 years old and older

Children 8 years of age and older may use RFPL without a Chaperone, provided they adhere to the Patron Code of Conduct. It is the responsibility of the parent, guardian, or caregiver to know the hours of RFPL and to pick up their child before RFPL closes.-

In the event a child under the age of 18 is still in the RFPL building 15 minutes after the Library closes to the public, Library staff will attempt to contact the child's parent or guardian. If the parent or guardian cannot be reached or they, or a caregiver authorized by them, do not arrive within 30 minutes of the Library's closing, staff will contact the River Forest Police Department to take custody of the child. Two Library staff members will stay with the child until the parent, guardian, authorized caregiver, or police arrive. In no instance will a staff member transport a child or stay alone with a child.-

The Director, at their discretion, establishes and implements procedures to address issues affecting children while they are at RFPL.-

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## **X. Child Safety**

RFPL welcomes the use of its facilities and services by children. However, RFPL is a public building and, as such, may not be a safe place to leave a child unattended.

RFPL does not assume responsibility for the safety of children. Such responsibility lies with the parent, guardian, or caregiver ("Chaperones"). Chaperones are responsible for the safety and actions of the children whom they are supervising while those children are at RFPL. Chaperones must be age twelve or older.

### **Children ages 0 through 5 years old**

While at RFPL, children under the age of 6 years old must be within the immediate vicinity of their Chaperone, and actively supervised by their Chaperone, at all times.

### **Children ages 6 through 7 years old**

Some programs do not require active supervision of the children participating, but their Chaperones must remain in the building. While at RFPL, children ages 6 through 7 years old must be accompanied by a Chaperone who is in the building for their entire visit.

### **Children ages 8 years old and older**

Children 8 years of age and older may use RFPL without a Chaperone, provided they adhere to the Patron Code of Conduct. It is the responsibility of the parent, guardian, or caregiver to know the hours of RFPL and to pick up their child before RFPL closes.

In the event a child under the age of 18 is still in the RFPL building 15 minutes after the Library closes to the public, Library staff will attempt to contact the child's parent or guardian. If the parent or guardian cannot be reached or they, or a caregiver authorized by them, do not arrive within 30 minutes of the Library's closing, staff will contact the River Forest Police Department to take custody of the child. Two Library staff members will stay with the child until the parent, guardian, authorized caregiver, or police arrive. In no instance will a staff member transport a child or stay alone with a child.

The Director, at their discretion, establishes and implements procedures to address issues affecting children while they are at RFPL.

*Updated November 2025*

## VII. Dispute Resolution-

- The Board hires and evaluates the performance of the Director. The Board may warn, suspend, or dismiss the Director at any time.-

- The Director is responsible for the hiring and performance of staff. The Director may warn, suspend, or dismiss any employee at any time.-

- Employees are welcome to express concerns arising out of their employment by RFPL. Employees should first discuss their concerns with their Manager or the Director, in accordance with established dispute resolution procedures. The Manager or Director will work with the employee in a timely fashion to provide a determination, solution, or strategy for how to address the concern.-

- Some circumstances may warrant communication of a concern or dispute to the Board, such as a concern regarding the Director, an action taken by the Director, or a dispute that does not receive satisfactory resolution. In these cases, employees should submit a written statement to a Trustee or to the Board. Pursuant to section 2(c1) of the Illinois Open Meetings Act (5 ILCS 120/2), the Board will address the concern at their next Regular or Special meeting in a closed meeting session and will respond to the employee in a timely fashion with a determination, solution, or strategy for how to address the concern or dispute.-

-

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Updated November 2022-2025

## VII. Dispute Resolution

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*Updated November 2025*

## VII. Employee Discipline-

Staff is expected to observe the highest standard of professionalism at all times. If a staff member engages in unacceptable behavior, a Manager or the Director may provide coaching and an action plan to change the behavior in accordance with the Progressive Discipline Procedures. Depending on the severity of the infraction, an employee may be subject to immediate unpaid suspension or termination.

Examples of unacceptable behaviors include, but are not limited to:-

- Failing to appear for work or failing to return from an absence on the agreed upon date, without advance warning and /or a valid excuse;-
- Leaving work before the specified end of the workday;- without permission;
- Appearing for work late on a repeated basis;-
- Failing to perform job duties as assigned;-
- Regularly failing to fill out timesheets or falsifying time worked on timesheet;-
- Falsifying any type of RFPL record;-
- Revealing any confidential RFPL information;-
- Using RFPL equipment or property in an unauthorized or careless manner;-
- Deliberately damaging or destroying RFPL property;-
- Stealing RFPL property or the personal property of co-workers or RFPL patrons;-
- Engaging in actions that might result in injury to co-workers or RFPL patrons;-
- Refusing to obey a direct, reasonable order that pertains to an employee's position;-
- Using obscene, abusive, inflammatory or derogatory language, including the spreading of rumors and/or gossip;-
- Exhibiting signs of intoxication or substance abuse at work;
- Fighting;-
- Violating Illinois law on RFPL premises or while during the course of business.-

~~Updated November 2022~~

Updated November 2025

## VII. Employee Discipline

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- Failing to perform job duties as assigned;
- Regularly failing to fill out timesheets or falsifying time worked on timesheet;
- Falsifying any type of RFPL record;
- Revealing any confidential RFPL information;
- Using RFPL equipment or property in an unauthorized or careless manner;
- Deliberately damaging or destroying RFPL property;
- Stealing RFPL property or the personal property of co-workers or RFPL patrons;
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- Using obscene, abusive, inflammatory or derogatory language, including the spreading of rumors and/or gossip;
- Exhibiting signs of intoxication or substance abuse at work;
- Fighting;
- Violating Illinois law on RFPL premises or while during the course of business.

*Updated November 2025*

## Strategic Directions

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

Liita Forsyth of **Little Bits Workshop** in River Forest will work with the Library to create a mural on a section of blank wall on the second floor. We are so grateful to Liita and Little Bits for their generosity. More news coming soon on this exciting project!



*Spaces*



**Renovation work** in the Children's Room continued this month and is going well. This photo shows frames for the new Community Room windows. The project should be finished this coming February.

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



*Community*

Children's partnered with the River Forest Fire, Police, and Public Works to host the annual **Touch a Truck** event. Attendees were able to get up close and into police cruisers, fire trucks, and public works machines. This popular event had 215 attendees.

Children's also partnered with the River Forest Park District and the Forest Preserves of Cook County for the annual **Halloween Hoot n Howl** event in Keystone Park. Staff served hot cocoa and s'mores. This fan favorite event had 788 attendees.

The Library will once again be a drop-off location for the **Sarah's Inn Holiday Gift Drive**. There is a collection box in the lobby until December 2<sup>nd</sup>. Last year we collected over 100 gifts, so hopefully there are even more this year!

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

Over 100 patrons joined us for the six events in our River Forest Reads series! The **Vintage Jazz Ensemble concert** on October 19<sup>th</sup> was the perfect way to end on a high note.

The **Autumn Cupcake Decorating class with Chef Violeta** was a big hit with the tweens & teens. 26 students joined us to learn how to creatively decorate some delicious, freshly made cupcakes.

Children's had a busy programming month in October. **Chef Violeta** was back for the K-4<sup>th</sup> grade set to teach the kids how to decorate cupcakes with festive fall icing. Our **Elsa and Olaf storytime** took place in front of the North fireplace. 153 attendees were super excited to meet Elsa and take a picture with her and Olaf!

Staff also threw an **American Girl Spooky Tea Party** where attendees could bring their own doll, or one of ours, and come dressed in costume. This event booked up quickly as did our AG tea party the year prior, so we plan to have another this coming spring.



*Events, Services  
& Collections*

## Key Performance Indicators

Category	August 2025	September 2025	October 2025
Physical item circulation - initial checkouts	13,041	11,595	12,595
Digital item circulation	6,171	5,487	5,184
<b>Total Circulation</b>	<b>19,212</b>	<b>17,082</b>	<b>17,779</b>
Programs for Adults	9 programs 221 attendees	8 programs 132 attendees	13 programs 245 attendees
Programs Middle School aged children	4 programs 64 attendees	9 programs 99 attendees	11 programs 132 attendees
Programs for Children	17 programs 1030 attendees	26 programs 1786 attendees	31 programs 2,847 attendees
Library-Wide Programs	0 programs 0 attendees	1 programs* 112 attendees	0 programs 0 attendees
<b>Total Programs</b>	<b>30 programs 1,315 attendees</b>	<b>43 programs 2,129 attendees</b>	<b>55 programs 3,224 attendees</b>
Children's Play Area Visits	2,152	2,095	2,318
New cardholders added	56	35	36
<b>Total cardholders</b>	<b>6,493</b>	<b>6,507</b>	<b>6,519</b>
Website sessions	7,894	8,377	11,733

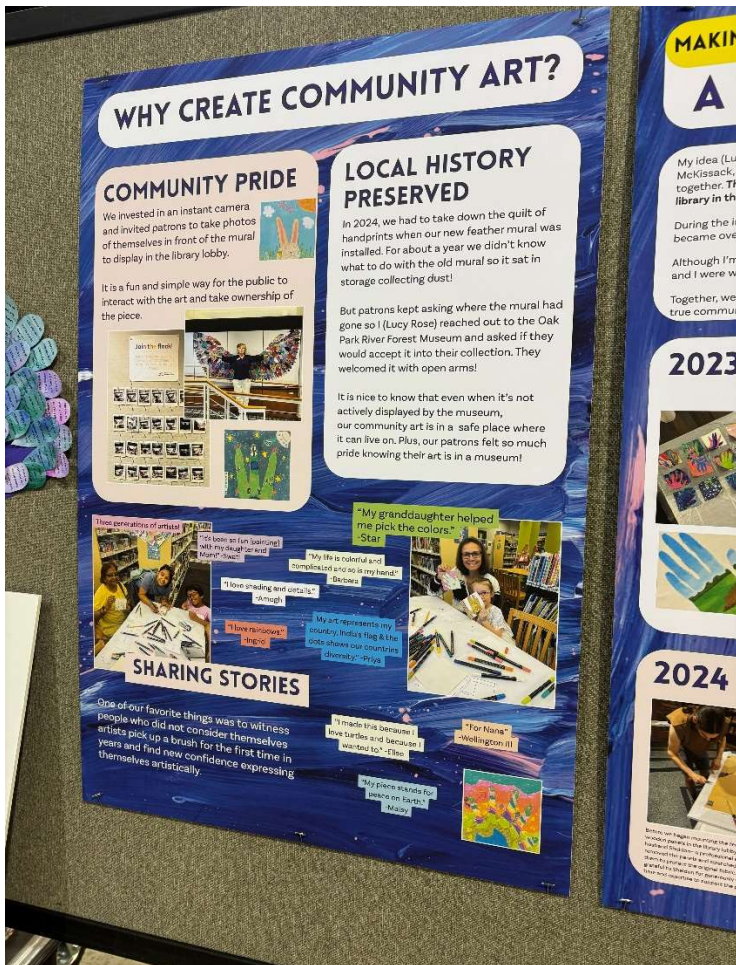


Patron visits	9,046	8,250	7,580
Instagram Followers	1,634	1,650	1,651
Facebook Followers	1,450	1,459	1,463

\*Library's 120<sup>th</sup> Birthday Party

## Staff Updates

- This month we celebrated **Victoria Muraiti's 20<sup>th</sup> anniversary** working at the Library! Victoria has gone from a part-time associate to the head of the department. She has been a crucial team member for changes like our transition to fine free, among others. Here's to another 20 years!
- October **in-service was all about generative artificial intelligence**, where I shared what I learned about the technology's history and application in libraries from the AI Ambassador's statewide program. We had healthy discussions about the possibilities, pitfalls, and policy for AI at the library.
- Children's Librarian **Marissa Walentschik** and Children's Associate **Brigit Goudie** were selected by iRead to be part of the **iRead 2027 Resource Guide Team**, preparing for the 2027 theme: Reading Expands Our Universe. They will work with other Librarians throughout the state on this project.
- Several staff members attended the annual Illinois Library Association conference. Children's Librarian **Marissa** presented **"Making a Mural" at the ILA poster session**. The poster concentrated on our hands and wing murals from conception to application. Over 100 people visited and learned about RFPL and our murals.





## Financial Highlights

- Cook County tax bills are going out on November 14 with a December 14 due date, so we should begin receiving 2<sup>nd</sup> installment tax money soon. The Library still has reserves and is in good shape ahead of this funding.
- **Thanks to Shannon Duffy**, Operations Manager, who worked with Byline Bank to implement **ACH capabilities** this October. Using ACH is not only safer, it is a much more efficient payment system than sending checks through the mail.
- Four CDARS matured in October, three Capital and one Operating. The \$107,000 operating CDARS and one of the \$53,000 Capital CDARS were liquidated, while two separate \$53,000 Capital CDARS were rolled into new 3-month CDARS. The Library received over \$3,000 in interest from these.

## Facility Highlights

- All-Star Drapery installed a new curtain track in the Barbara Hall Meeting Room.
- S&D Prime Maintenance replaced the roof access ladder.
- **Shannon Duffy installed the new Square cash register** to make receiving cash and credit card payments easier for Materials Services.

## Committee Updates

No committees have met since last reported at the October meeting.

Respectfully submitted,

Emily Compton  
November 12, 2025

## MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: November 14, 2025

RE: Space Needs Assessment Proposals

---

You have proposals for space needs assessments in your supplemental packet from ThirdWay Space, Engberg Anderson Architects, and OPN Architects. My hope is to select a company to engage with in the first half of 2026, so we will have a complete space needs analysis to help inform our strategic plan work in FY2026-27.

### Proposals Summary -

#### *ThirdWay Space*

**Cost:** \$9,500 (\$8,000 base fee + est. travel fees) - \$16,500

**Process:** Preliminary meeting, self-guided walk through, walk through with Director, review library floorplans and heat maps, interview staff, finalize report with Director, present to Board of Trustees

**Deliverables:** 70-110 pg. report with photos, recommendations, best practices, and zone layout recommendation

**Optional Services:** Merchandising Test - \$4,500

Merchandising/Space Planning training - \$2,500

**Timeline:** 2 months (Merchandise test adds 3-4 months)

#### *Engberg Anderson Architects*

**Cost:** \$23,980 (\$22,280 base fee + \$1,700 reimbursable expense limit)

**Process:** 4 onsite workshops with representative group of management team, key staff, and trustees. Workshops include discussions, building tours, review of floorplans, cost model preparation, and development of implementation strategies. Engberg would present the final report to the Board of Trustees.

**Deliverables:** Final report with diagrams of existing use patterns and issues specific to our building, potential concepts and their priority (from not important to mission critical), up to 3 renderings to illustrate key concepts, and cost models

**Timeline:** 3 months

#### *OPN Architects*

**Cost:** \$36,850 (\$35,000 base fee + \$1,500 travel + \$350 printing)

**Process:** Document review, virtual and in-person meetings, space needs & workflow analysis of building, space program development, and trends assessment

**Deliverables:** Space Needs Study Booklet with a write-up, floorplans with modification recommendations, Excel doc outlining types of spaces needed, and recommendations

**Timeline:** 3 months

# MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: November 11, 2025

RE: 2025 Levy Resolution

---

The RFPL 2025 levy resolution is due to the Village of River Forest this November so it can be included in their November levy presentation. The 2025 levy will fund RFPL's FY 2025-26 Operating Budget, which was approved by the Board of Trustees in March of 2025. The levy resolution lists the approved FY 2025-26 Operating Budget alongside the amount of money from the levy that will fund each budget line.

The Village Finance Director advised RFPL to levy \$1,734,288 in property taxes, which is a 3.5% increase over last year's levy. The Levy amount of the resolution is often lower than the Budget amount. Gaps in funding are accounted for with grant money such as RFPL Foundation Grants. This year the levy is lower than our budget.

You will see differences in the following levy column lines from the budget column:

- Wages & Salaries: We are projected to underspend in this category, and do not need more than \$930,100 in tax money to fund this line.
- FICA/Medicare: We are also projected to underspend in this category.
- Audit: Audit fees came in lower this fiscal year. There was an additional GASB fee last fiscal year that we did not receive this year.
- Programming: Programming is partially grant funded (Township grant funds for the Connections program and some adult programs, Foundation grant funding for Summer Reading Kickoff, and a Kiwanis grant for Children's programming).
- Consultant/Legal: The \$18,500 Foundation grant for the facility assessment is accounted for here.
- Strategic Initiatives: This line is grant funded, and I will likely submit a grant request for a space needs analysis to the Foundation.
- Maintenance & Custodial – Foundation grant funds for garden maintenance, and Per Capita state grant funding is reserved for building maintenance this year.

I look forward to discussing this year's levy with the group.

**RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS OF THE  
RIVER FOREST PUBLIC LIBRARY  
BEGINNING MAY 1, 2025 AND ENDING APRIL 30, 2026**

**BE IT RESOLVED** by the Board of Library Trustees of the Village of River Forest, Cook County Illinois as follows:

**Section 1:** That pursuant to Article 5/4-10 of Chapter 75, ILCS the following is a statement of the financial requirements of the River Forest Library for the fiscal year beginning May 1, 2025 and ending April 30, 2026 for the inclusion in the Budget Ordinance of the Village of River Forest, and a statement of the amount of money which has been determined in the judgment of the Board of Library Trustees, it will be necessary for the Village of River Forest to Levy in their annual Tax Levy Ordinance, said Levy to be made pursuant to section 3-5 of the Municipal Code.

<b>CORPORATE EXPENDITURES</b>	<b>FY 25-26</b>	<b>BUDGET</b>	<b>2025 LEVY</b>
Wages & Salaries	933,500		930,100
Health Insurance	70,200		70,200
IMRF	51,500		51,500
FICA/Medicare	71,500		70,000
Payroll Services	6,200		6,200
Insurance	23,850		23,850
Audit	12,250		10,000
Staff Training & Development	7,250		7,250
Membership Dues	3,000		3,000
Staff Recognition	5,600		5,600
Programming	58,000		43,190
Trustee Training/Memberships	1,250		1,250
ILL and RB Services	1,200		1,200
Technical Support	27,750		27,750
Automation	44,250		44,250
Youth Interventionist Contract	5,350		5,350
Consultant/Legal Fees	41,500		23,000
Postage & Delivery	4,250		4,250
Telephone/Internet	13,500		13,500
Copy Machine Leases	3,200		3,200
Books	82,000		82,000
Print Periodicals	7,500		7,500

Automated Subscriptions	14,200	14,200
Nonprint / Online Econtent	104,000	104,000
Office Supplies	4,000	4,000
Library Supplies	5,300	5,300
Copy and Printing Supplies	2,100	2,100
Advertisement	5,000	5,000
Newsletter	7,000	7,000
Misc Expenses	2,600	2,600
Equipment and Furniture	4,000	4,000
Technology-Misc	3,000	3,000
Strategic Initiatives	15,000	0
Building Materials & Supplies	7,000	7,000
Maintenance & Custodial	87,000	64,698
Water	3,000	3,000
Natural Gas	12,000	12,000
Copier Maintenance	2,250	2,250
Capital Reserve	60,000	60,000
<b>Total Corporate Library</b>	<b>1,812,050</b>	<b>1,734,288</b>

**Section 2:** That the Secretary is hereby directed to file a certified copy of this Resolution with the Board of Trustees of the Village of River Forest within the time specified by law for inclusion in the Annual Budget Ordinance and Levy Ordinance of the Village of River Forest.

Adopted this 18th of November, 2025 pursuant to a roll call as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

Adopted on \_\_\_\_\_

Secretary Board of Trustees

# MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: November 13, 2025

RE: Garden Sign Replacement Proposals

---

You received a supplemental packet with proposals from three companies to replace the Library's garden sign: Elevate, Vital Signs, and Parvin-Clauss. All signs are symmetrical, incorporate brick or limestone (or both) that can be matched to our building, and include the Library's name and address. The companies would use Pantone color match to make the sign portion the color we wish.

## Summary of proposals -

### *Elevate Sign Group*

72"h x 96"w x 24"d, limestone monument, \$17,230

### *Vital Signs*

1. 84"w x 54"h x 16"d, limestone base, \$18,100
2. 76"w x 62"h x 16"d, limestone columns, \$18,300
3. 76"w x 62"h x 16"d, brick and limestone columns, \$18,440

### *Parvin-Clauss Sign Company*

4. 6'h x 8'w x 1'd, limestone base, \$19,977
5. 7'h x 7'w x 1'd limestone and brick columns \$17,932.51

Your packet includes images of each sign to help aid discussion.

# PAYMENT APPLICATION

Page 1

<b>TO:</b> River Forest Public Library 735 Lathrop Ave River Forest, IL, 60305 Attn: Emily Compton <b>FROM:</b> Midwest Services and Development 5280 N. Lawler Chicago, IL, 60630 <b>FOR:</b>	<b>PROJECT NAME AND LOCATION:</b> River Forest Library Community Room Project 735 Lathrop Ave River Forest, IL, 60305 <b>ARCHITECT:</b> Engberg Anderson 8618 West Catalpa Suite 1116 Chicago, IL, 60656	<b>APPLICATION #</b> 1 <b>PERIOD THRU:</b> 10/23/2025 <b>PROJECT #s:</b> <b>DATE OF CONTRACT:</b> 08/04/2025	<b>Distribution to:</b> <input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/>
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## CONTRACTOR'S SUMMARY OF WORK

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

1. <b>CONTRACT AMOUNT</b>	\$276,000.00
2. <b>SUM OF ALL CHANGE ORDERS</b>	\$1,265.00
3. <b>CURRENT CONTRACT AMOUNT</b> (Line 1 +/- 2)	\$277,265.00
4. <b>TOTAL COMPLETED AND STORED</b> (Column G on Continuation Page)	\$81,520.00
5. <b>RETAINAGE:</b>	
a. of Completed Work (Columns D + E on Continuation Page)	
b. of Material Stored (Column F on Continuation Page)	
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$8,152.00
6. <b>TOTAL COMPLETED AND STORED LESS RETAINAGE</b> (Line 4 minus Line 5 Total)	\$73,368.00
7. <b>LESS PREVIOUS PAYMENT APPLICATIONS</b>	\$0.00
8. <b>PAYMENT DUE</b>	\$73,368.00
9. <b>BALANCE TO COMPLETION</b> (Line 3 minus Line 6)	\$203,897.00

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$0.00	\$0.00
Total approved this month	\$1,265.00	\$0.00
<b>TOTALS</b>	\$1,265.00	\$0.00
<b>NET CHANGES</b>	\$1,265.00	

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

CONTRACTOR: Midwest Services and Development

By: constantin bontas Date: 10/24/2025  
 Constantin Bontas

State of: Illinois

County of: Cook

Subscribed and sworn to before

me this 24 day of October 2025

Notary Public:

My Commission Expires:

**OFFICIAL SEAL**

**BIANCA ROGERS**

NOTARY PUBLIC, STATE OF ILLINOIS

MY COMMISSION EXPIRES: 12/12/2026

*Bianca Rogers*

## ARCHITECT'S CERTIFICATION

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

**CERTIFIED AMOUNT** ..... 73,368.00

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

ARCHITECT:

Shaun Kelly

By:

Date:

10-27-25

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

# CONTINUATION PAGE

Page 2 of 3

PROJECT: River Forest Library  
Community Room Project

APPLICATION #: 1  
DATE OF APPLICATION: 10/23/2025  
PERIOD THRU: 10/23/2025  
PROJECT #s:

Payment Application containing Contractor's signature is attached.

A	B	C	D	E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
1	Bond- J. Ryan Bonding	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	100%	\$0.00	\$800.00
2	General Conditions- Midwest Services	\$20,000.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	30%	\$14,000.00	\$600.00
3	Mobilization- Midwest Services	\$20,000.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	30%	\$14,000.00	\$600.00
4	Demolition- Midwest Services	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100%	\$0.00	\$2,000.00
5	Flooring- Central Rug	\$15,500.00	\$0.00	\$10,850.00	\$0.00	\$10,850.00	70%	\$4,650.00	\$1,085.00
6	Carpentry- Midwest Services	\$51,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$51,000.00	\$0.00
7	Millwork - Heartland Cabinetry	\$11,300.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$11,300.00	\$0.00
8	Doors and Hardware- LaForce	\$12,900.00	\$0.00	\$3,870.00	\$0.00	\$3,870.00	30%	\$9,030.00	\$387.00
9	Glazing- G&C Glass	\$5,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$5,200.00	\$0.00
10	Paint- Midwest Services	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$10,000.00	\$0.00
11	Ceramic Tile Instalation - Midwest Services	\$9,100.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$9,100.00	\$0.00
12	Plumbing- RD Plumbing	\$29,500.00	\$0.00	\$11,800.00	\$0.00	\$11,800.00	40%	\$17,700.00	\$1,180.00
13	Fire Suppression- AA Sprinkler	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$4,000.00	\$0.00
14	Electrical- Delta Electrical	\$25,000.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00	30%	\$17,500.00	\$750.00
15	Audio Visual- Interstate	\$9,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$9,500.00	\$0.00
16	O&P- Midwest Services	\$25,000.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00	30%	\$17,500.00	\$750.00
	SUB-TOTALS	\$276,000.00	\$0.00	\$81,520.00	\$0.00	\$81,520.00	30%	\$194,480.00	\$8,152.00



CONTINUATION PAGE

PROJECT: River Forest Library  
Community Room Project

APPLICATION #: 1  
DATE OF APPLICATION: 10/23/2025  
PERIOD THRU: 10/23/2025  
PROJECT #s:

Payment Application containing Contractor's signature is attached.

A	B	C	D	E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
17	Change Order # 1	\$1,265.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,265.00	\$0.00
TOTALS		\$277,265.00	\$0.00	\$81,520.00	\$0.00	\$81,520.00	29%	\$195,745.00	\$8,152.00