



River Forest Public Library
September 16, 2025
6:00 PM
Board of Trustees
Regular Board Meeting

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

Agenda

1. Call to order
2. Roll call
3. Visitors and guests
4. Consent Agenda
 - a. Minutes of the Regular Board Meeting: July 15, 2025
 - b. Minutes of the Special Board Meeting: July 22, 2025
 - c. Minutes of the Special Board Meeting: August 1, 2025
 - d. July 2025 Revenue and Expense Reports
 - e. July 2025 Bill Payment List and Credit Card Charges
 - f. July 31, 2025 Fund Balances Report and Capital Reserve Fund
 - g. August 2025 Revenue and Expense Reports
 - h. August 2025 Bill Payment List and Credit Card Charges
 - i. August 31, 2025 Fund Balances Report and Capital Reserve Fund
 - j. Policy updates: Staff IV – Staff & Trustee Development; Staff V – Expense Reimbursement; Staff VI – Accidents & First Aid
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
 - b. RFPL Foundation Liaison
 - c. Village of River Forest Collaboration Committee Liaison
 - d. Outsource Solutions Group proposal to replace 5 staff computers (\$6,519.97)
 - e. Square Register Kit purchase (\$1,189.00) - vote
 - f. Vital Signs proposal to replace Library sign (\$5,661.07 - \$12,755.38) - vote
 - g. Strategic planning consultant proposals – discussion
 - h. Air handler unit condensation issue – discussion
9. Old business
 - a. Phase two (Community Room, Children's office space, bathroom) renovation project – update
 - i. ICS owners rep proposal – discussion
10. Adjournment

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

RIVER FOREST PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes: Regular Board Meeting: July 15, 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, Lindsay McIntyre, Kathleen O'Neill, Nathan Root.
- Also Present: Victoria Muraiti (RFPL Materials Services Manager), Emily Compton (RFPL Director, by phone)

Visitors and Guests: None

Visitor Comments: None

Consent Agenda:

- a. Minutes of the Regular Board Meeting: June 17, 2025
- b. June 2025 Revenue and Expense Reports
- c. June 2025 Bill Payment List and Credit Card Charges
- d. June 30, 2025 Fund Balances Report and Capital Reserve Fund

Trustee Berens moved to approve Consent Agenda items a-d, and Trustee McIntyre seconded the motion. The motion passed on a roll call vote. Discussion included Wall Street Journal and Ingram invoices.

Roll Call Vote:

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

Patron Suggestions: Director Compton reported two suggestions: One for more toys and another for a Library of Things for tools.

Director's Report:

Director Compton reported that Shannon Duffy is out due to back surgery and will be out for most of the rest of the month. Director Compton will add Juneteenth program stats to the packet. We have a new crop of teen volunteers this summer and the program is going well, in part due to changes in how tasks are assigned.

President's Report:

President Delano reported that we had \$102,000 in Operating Fund CDARS roll over.

New Business

Committee Reports

Facilities Committee

President Delano reported that the renovation project went out to bid and 8-10 contractors attended the pre-bid meeting. Eight bids were received by the deadline

for the bid opening today. Most of the bids were in the expected range with two outliers (\$269K low and \$424K high). Bids for the optional clearstory windows ranged from \$7K to \$32K and for the optional enhanced audiovisual installation \$8.4K to \$29K. Engberg Anderson will vet the bids and make a recommendation to the Board.

Plaster repair was completed upstairs. Terracon should have completed the facility assessment but have not submitted their report yet. There is no next meeting scheduled. Director Compton reported she has only received one bid for Phase 2 furniture. The furniture package may have had a different due date than the construction and she will confirm when they are due.

Finance Committee

Did not meet.

Policy Committee

Trustee Long reported the committee is caught up and expects to meet in September.

Village of River Forest Collaboration Committee Liaison

Trustee Berens reported that the Sheridan provided feedback on the start time for Library programs based on their bus schedule. Overall, the feedback was positive and there were about 15-20 people in attendance at the Senior Potluck run by the Township.

Trustee Berens reported that there is a historical walk coming up and that the Pride walk was well attended with over 500 people.

RFPL Foundation Liaison

Trustee Berens reported that the Foundation has welcomed a new coordinator. Rachel Goldrick led development of the Foundation's first Welcome Packet for new directors which will be distributed at a professional development session later this evening. The Foundation sent Director Compton an Uber Eats gift card when she was unable to drive. The Foundation's regular Board meeting will be held on July 22nd.

Adult & Teen Services public computer table solutions (various prices) – vote
Director Compton presented 3 options for resolving the collapsed computer table issue:

1. S&D Prime Maintenance can reinstall existing counters and repair the walls for \$2,755.
2. New Demco tables are \$2,241 and we would need to pay S&D to install them.
3. Office Space provided a quote of \$3,955 for tables and \$4,200 for countertops. Both quotes include delivery and installation.

Director Compton recommended reinstalling the existing counters as the most economical, functional, and attractive solution. The Board agreed; no vote was needed since the repair cost is within the Director's operational spending limit.

Materials Services Manager replacement computer (\$1,661.07) – vote

Materials Services Manager's computer which was slated for replacement this year has died. Director Compton will move up replacement purchase from OSG and installation services are included in our agreement. Trustee Berens moved to approve the purchase as quoted and Trustee McIntyre seconded the motion which passed on a roll call vote.

Roll Call Vote:

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

Holiday closure dates 2026 – discussion

Discussion of the planned 2026 closure dates focused primarily on Juneteenth and the day after Thanksgiving since some libraries now close on those days. Director Compton explained the value of being open on Juneteenth and promoting education on the history and meaning of the holiday. Director Compton will look into the statistics for attendance on the day after Thanksgiving.

Old Business

Phase two room renovation project – update

Director Compton reported that there is a Special Board Meeting next week, July 22nd at 6pm. Engberg-Anderson (EA) mentioned that the numbers are contingent on the contractor not finding big issues when they open the wall to the men's restroom.

Adjournment

The meeting was adjourned at 6:46pm 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 BOARD OF TRUSTEES

Meeting Minutes: Special Board Meeting: July 22, 2025 at 6:00 PM - DRAFT

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

- Trustees Present: Scott Delano, Ann Berens, Elan Long, Lindsay McIntyre, Kathleen O'Neill, and Nathan Root. Simon Saddleton was absent.
- Also Present: Emily Compton (RFPL Director).

Visitors and Guests: Shaun Kelly, Engberg Anderson Architects

Renovation Project (Community Room, Bathroom, Children's Office Space)

a. Engberg Anderson bid award recommendation

Shaun Kelly of EA outlined his recommendation that the Library accept Midwest Development's bid for the project with a base bid of \$269,000. He presented details of the recommendation letter, including how many bids were received, that there were no irregularities in the bids, and about the reference check and scope review process. Midwest met the qualifications required for the project, they received good references, and they were the lowest bidder. The median of the bids was within 10% of EA's estimate for the project.

The group discussed the two alternates in the bid, glass clearstory and expanded AV. Mr. Kelly explained that multi-trade alternates tend to have more variance than single trade alternates. The clearstory alternate is multi-trade and the AV is single-trade. Mr. Kelly recommended accepting the bid for the clearstory at \$7,000 and not accepting the bid for the expanded AV at \$29,00, for a total bid recommendation of \$276,000. He recommended the Library also carry an owner's contingency of \$27,000.

Trustees discussed the process for accepting and rejecting bids with Mr. Kelly. Trustees asked clarifying questions about the references and the contract process. The group discussed why Midwest's bid may have been lower, including the possibility that Midwest does not hire as many subcontractors and does much of the work themselves.

Trustees considered the 60-day deadline to accept a bid and potential action items before accepting, and decided to hold the vote until Director Compton and Mr. Kelly meet with Midwest's general contractor for an interview.

b. Engberg Anderson furniture proposal recommendation

Mr. Kelly outlined his recommendation that the Library accept Henricksen's proposal of \$22,999.63 to provide furniture for the project once we have awarded the construction contract. Trustees discussed and agreed with Mr. Kelly.

Adjournment

The meeting was adjourned at 7:13 following a motion by Trustee Berens which was seconded by Trustee McIntyre. All approved, and the meeting was adjourned.

Respectfully submitted,
Elan Long, Secretary

RIVER FOREST PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes: Special Board Meeting: August 1, 2025 at 3:00 PM - DRAFT

Call to Order: At 3:07 pm, President Delano called the Special Meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Scott Delano, Lindsay McIntyre, Kathleen O'Neill, and Nathan Root. Ann Berens and Elan Long joined the meeting by telephone as non-voting participants. Simon Saddleton was absent.
- Also Present: Emily Compton (RFPL Director), Shannon Duffy (RFPL Operations Manager).

Visitors and Guests: none

Renovation Project (Community Room, Bathroom, Children's Office Space)

a. Engberg Anderson bid award recommendation

Director Compton discussed with the library's attorney the process of accepting and rejecting bids. The library's attorney clarified that she may check references for bidders and that the library would need to document reasons for rejecting a bid.

Director Compton and Shaun Kelly (Engberg Anderson) met with two contractors from Midwest Services and Development (MSD) who would be responsible for delivering the project. The contractors answered questions and had a good rapport with Mr. Kelly. MSD explained that their bid is lower than others because they self-perform much of the work, including electric work, which saves on overhead and profit cost. They emphasized that they would try to do the noisiest parts of construction while the building is closed to the public and they'll work with the library to schedule around events. They stressed that safety is important to them. All work will happen behind a partition wall, and all tools will stay behind the wall as well. Director Compton stated that the contractors were respectful and nothing in the meeting gave her pause.

Trustee McIntyre moved to accept Midwest Services and Development's bid in the amount of \$269,000, with the clearstory windows alternate for \$7,000 and an owner's contingency of \$27,000. Trustee O'Neill seconded the motion which passed on a roll call vote.

Roll call vote:

Ayes: Delano, McIntyre, O'Neill, Root

Director Compton reported on her meeting with Dan Ellianardo who works as an owner's representative on public construction projects. If contracted, Mr.

Ellianardo would act as RFPL's project manager, visiting the construction site 2-3 times a week; communicating with MSD, Director Compton, and Mr. Kelly, and providing updates on the project at RFPL board meetings. He will send Director Compton a proposal so that the Library can evaluate the cost and benefits of his services.

b. Engberg Anderson furniture proposal recommendation

Mr. Kelly recommended that the library move forward with the Henricksen furniture proposal and establish a 5% contingency fund.

Trustee McIntyre moved to accept Henricksen's package 1 proposal in the amount of \$22,999.63 and to establish a contingency fund of 5% for the project. The motion was seconded by Trustee O'Neill and passed on a roll call vote

Roll call vote:

Ayes: McIntyre, O'Neill, Root, Delano

Adjournment

The meeting was adjourned at 3:38pm following a motion by Trustee Root which was seconded by Trustee Berens. 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: July-25

Account:	July-25	YTD	2025-2026	% of Budget
				25% as of 7/31/25
Property Taxes	\$ -	\$ -	\$ 1,685,000	0.00%
Connections Program Grant	\$ -	\$ -	\$ 3,500	0.00%
Replacement Taxes	\$ -	\$ -	\$ 16,000	0.00%
Lost Books Reimbursed	\$ 452.99	\$ 1,009.75	\$ 4,000	25.24%
Copy Machine Revenue	\$ 153.39	\$ 400.39	\$ 3,000	13.35%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 9,928.84	\$ 11,390.63	\$ 23,000	49.52%
Grants from RFPL Foundation	\$ -	\$ 8,695.00	\$ 50,000	17.39%
Gifts - other	\$ -	\$ 0.25	\$ 200	0.13%
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	\$ 2.90	\$ 2.90	\$ 200	1.45%
Total:	\$ 10,538.12	\$ 21,998.92	\$ 1,812,050	1.21%
Income:	\$ 10,538.12	\$ 21,998.92	\$ 1,812,050	1.21%
Expense:	\$ 149,280.70	\$ 400,745.41	\$ 1,812,050	22.12%

Prepared 9.4.25



River Forest Public Library

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

Expense Report: Jul-25

Expenses

Personnel

	July-25	Previous YTD	Fiscal YTD	Actual % Budget 25% as of 7/31/25	25-26 Budget
Wages & Salaries	\$ 68,909.24	\$ 151,482.81	\$ 220,392.05	23.61%	\$ 933,500
Medical Health Insurance Coverage	\$ 3,595.44	\$ 7,389.32	\$ 10,984.76	15.65%	\$ 70,200
IMRF	\$ 4,266.46	\$ 7,587.41	\$ 11,853.87	23.02%	\$ 51,500
Medicare/FICA	\$ 5,141.35	\$ 11,202.49	\$ 16,343.84	22.86%	\$ 71,500
Staff Recognition	\$ 137.41	\$ 246.20	\$ 383.61	6.85%	\$ 5,600
Membership Dues	\$ -	\$ 1,320.00	\$ 1,320.00	44.00%	\$ 3,000
Staff Training & Development	\$ 450.00	\$ 482.94	\$ 932.94	12.87%	\$ 7,250
Total Personnel	\$ 82,499.90	\$ 179,711.17	\$ 262,211.07	22.95%	\$ 1,142,550

Advertising & Programming

Printing & Advertising

Newsletter	\$ -	\$ 459.64	\$ 459.64	6.57%	\$ 7,000
Advertising	\$ -	\$ 978.67	\$ 978.67	19.57%	\$ 5,000
Total Printing & Advertising	\$ -	\$ 1,438.31	\$ 1,438.31	11.99%	\$ 12,000

Programming

Children's Programs	\$ 768.91	\$ 2,254.60	\$ 3,023.51	15.91%	\$ 19,000
Teen Programs	\$ 372.04	\$ 1,238.44	\$ 1,610.48	17.89%	\$ 9,000
Adult Programs	\$ 261.38	\$ 3,664.79	\$ 3,926.17	20.13%	\$ 19,500
Special Programs	\$ -	\$ 3,603.36	\$ 3,603.36	51.48%	\$ 7,000
Connections Programs	\$ 112.74	\$ -	\$ 112.74	3.22%	\$ 3,500
Total Programs	\$ 1,515.07	\$ 10,761.19	\$ 12,276.26	21.17%	\$ 58,000
Total Advertising & Programming	\$ 1,515.07	\$ 12,199.50	\$ 13,714.57	19.59%	\$ 70,000

Support Services

ILL & RB Services	\$ -	\$ 504.80	\$ 504.80	42.07%	\$ 1,200
Technical Support (IT)	\$ 5,578.83	\$ 2,696.64	\$ 8,275.47	29.82%	\$ 27,750
Automation Administration	\$ 7,291.35	\$ 147.35	\$ 7,438.70	16.81%	\$ 44,250
Consultant Fees/Legal Fees	\$ 18,500.00	\$ -	\$ 18,500.00	44.58%	\$ 41,500
Postage & Delivery	\$ 19.99	\$ 173.17	\$ 193.16	4.54%	\$ 4,250
Audit	\$ 6,900.00	\$ -	\$ 6,900.00	56.33%	\$ 12,250
Payroll & Employment Services	\$ 461.97	\$ 939.22	\$ 1,401.19	22.60%	\$ 6,200
Youth Interventionist Contract	\$ -	\$ -	\$ -	0.00%	\$ 5,350
Telephone/Internet	\$ 1,092.27	\$ 2,184.56	\$ 3,276.83	24.27%	\$ 13,500

		Trustee Training & Memberships		\$	-	\$	-	\$	-		0.00%	\$	1,250
		Copy Machine Lease		\$	-	\$	436.56	\$	436.56		13.64%	\$	3,200
		Total Support Services		\$	39,844.41	\$	7,082.30	\$	46,926.71		29.20%	\$	160,700
Materials & Supplies													
<i>Library Materials</i>		Books		\$	4,193.93	\$	11,945.48	\$	16,139.41		19.68%	\$	82,000
		Print Periodicals		\$	64.99	\$	5,391.01	\$	5,456.00		72.75%	\$	7,500
		Automated Subscriptions (databases)		\$	5,787.00	\$	5,593.48	\$	11,380.48		80.14%	\$	14,200
		Digital Content (ebooks, movies, music)		\$	7,218.20	\$	14,076.10	\$	21,294.30		24.20%	\$	88,000
		AV & Other Nonprint Materials		\$	720.46	\$	3,053.10	\$	3,773.56		23.58%	\$	16,000
		Total Library Materials		\$	17,984.58	\$	40,059.17	\$	58,043.75		27.95%	\$	207,700
<i>Library & Office Supplies</i>		Office Supplies		\$	129.52	\$	343.55	\$	473.07		11.83%	\$	4,000
		Library Supplies		\$	377.60	\$	124.85	\$	502.45		9.48%	\$	5,300
		Copy & Printing Supplies		\$	131.87	\$	109.98	\$	241.85		11.52%	\$	2,100
		Misc Expenses		\$	143.36	\$	345.33	\$	488.69		18.80%	\$	2,600
		Total Library & Office Supplies		\$	782.35	\$	923.71	\$	1,706.06		12.19%	\$	14,000
		Total Materials & Supplies		\$	18,766.93	\$	40,982.88	\$	59,749.81		26.95%	\$	221,700
Strategic Initiatives													
Strategic Initiatives				\$	-	\$	-	\$	-		0.00%	\$	15,000
Facilities Management													
<i>Facility Supplies</i>		Building Materials & Supplies		\$	727.73	\$	604.93	\$	1,332.66		19.04%	\$	7,000
<i>Facility Services</i>		Insurance		\$	-	\$	-	\$	-		0.00%	\$	23,850
		Maintenance & Custodial Service		\$	5,724.30	\$	7,859.06	\$	13,583.36		15.61%	\$	87,000
		Water		\$	-	\$	269.16	\$	269.16		8.97%	\$	3,000
		Natural Gas		\$	-	\$	2,072.18	\$	2,072.18		17.27%	\$	12,000
		Copier Maintenance & Usage		\$	188.37	\$	296.25	\$	484.62		21.54%	\$	2,250
		Total Facility Services		\$	5,912.67	\$	10,496.65	\$	16,409.32		12.81%	\$	128,100
<i>Furniture & Technology</i>		Furniture		\$	-	\$	87.29	\$	87.29		2.18%	\$	4,000
		Technology Misc.		\$	13.99	\$	299.99	\$	313.98		10.47%	\$	3,000
		Total Furniture & Technology		\$	13.99	\$	387.28	\$	401.27		5.73%	\$	7,000
		Total Facilities Management		\$	6,654.39	\$	11,488.86	\$	18,143.25		12.77%	\$	142,100
Totals													
Total Operating Expenses				\$	149,280.70	\$	251,464.71	\$	400,745.41		22.87%	\$	1,752,050
Capital Improvement Reserve Fund				\$	-	\$	-	\$	-		0.00%	\$	60,000

Total Expenses		\$	149,280.70	\$	251,464.71	\$	400,745.41		22.12%		\$	1,812,050
Total Income		\$	10,538.12	\$	11,460.80		\$21,998.92		1.21%		\$	1,812,050

Prepared 9.4.25

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

AMAZON	Date	Transaction Type	Memo/Description	Amount
	07/15/2025	Bill Payment (Check)		-826.07
	07/03/2025	Bill	BOOK	16.99
	07/01/2025	Bill	ATS OFFICE AIR CONDITIONERS	119.98
	06/17/2025	Bill	TAMPONS	68.34
	07/06/2025	Vendor Credit	RETURNED PARTY KIT	-18.99
	06/28/2025	Bill	SUMMER READING PRIZES	51.90
	06/28/2025	Bill	FOLDING TABLE FOR OUTREACH PROGRAMS	87.29
	06/29/2025	Bill	SRP PRIZES	189.33
	06/29/2025	Bill	PLAY-DOH	21.37
	06/30/2025	Bill	DUST BUSTER	29.69
	07/01/2025	Bill	MASKS	14.99
	07/09/2025	Bill	CARDSTOCK & CONSTRUCTION PAPER	62.47
	07/09/2025	Bill	INSTANT SNOW POWDER	43.95
	07/07/2025	Bill	SRP PRIZES	138.76
	07/28/2025	Bill Payment (Check)		-428.75
	07/17/2025	Bill	CHALK THE WALK SUPPLIES	19.99
	07/17/2025	Bill	SRP PRIZES	25.58

07/17/2025	Bill	SRP PRIZES	18.03
07/17/2025	Bill	BAGS FOR FAMILY FUN PROGRAMS	19.94
07/17/2025	Bill	NETGEAR 5 PORT SWITCH	13.99
07/24/2025	Bill	FIREPLACE COVER	29.69
07/16/2025	Bill	MIDDLE SCHOOL MAKERS SUPPLIES	40.77
07/14/2025	Bill	RIVER FOREST READ BOOK GIVEAWAYS	167.28
07/12/2025	Bill	ATS DESK SUPPLIES	37.52
07/15/2025	Bill	SRP PRIZES	55.96
07/28/2025	Bill Payment (Check)		-137.02
07/26/2025	Bill	COLOR CODING LABELS	29.08
07/26/2025	Bill	SRP PRIZES	107.94

Ancel Glink

07/15/2025	Bill Payment (Check)		-1,000.00
07/11/2025	Bill	JUNE LEGAL SERVICES **CAPITAL (BID PKG, REVISION, A101, A201, AIA CONTRACT REVIEW)	1,000.00

**ANDERSON
ELEVATOR COMPANY**

07/15/2025	Bill Payment (Check)		-225.00
07/11/2025	Bill	MONTHLY ELEVATOR MAINTENANCE	225.00

CleanNet of Illinois

07/15/2025	Bill Payment (Check)		-1,549.80
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07/01/2025	Bill	JUNE CLEANING FEE	1,549.80
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Comcast BUSINESS

07/15/2025	Bill Payment (Check)		-388.56
06/27/2025	Bill	7/1-7/31/25 INTERNET SERVICE	388.56

**COMCAST BUSINESS
(VoiceEdge*)**

07/15/2025	Bill Payment (Check)		-703.71
07/01/2025	Bill	TELEPHONE 7/25	703.71

DEMCO, INC.

07/28/2025	Bill Payment (Check)		-643.44
07/15/2025	Bill	TECH SERVICES MATERIALS	220.10
04/30/2025	Bill	CHILDREN'S ROOM FLOOR CUSHIONS/DROP SHIPPED REC'D 3/13/25 INVOICE #7669392	423.34

Douglas Simons

07/28/2025	Bill Payment (Check)		-700.00
07/20/2025	Bill	OUTDOOR PRESSURE WASHING	700.00

**Engberg-Anderson,
Inc.**

07/15/2025	Bill Payment (Check)		-6,502.53
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			SCHEMATIC/CONSTRUCTION DOCUMENTS & EXPENSES	
	06/30/2025	Bill	**CAPITAL	6,502.53
Hoopla				
	07/15/2025	Bill Payment (Check)		-3,021.13
	06/30/2025	Bill	JUNE HOOPLA DOWNLOADS	3,021.13
Hulen Landscaping Contractors				
	07/15/2025	Bill Payment (Check)		-757.00
	04/30/2025	Bill	APRIL MONTHLY MAINTENANCE	172.00
	06/25/2025	Bill	PRUNING	585.00
Ingram Library Services				
	07/15/2025	Bill Payment (Check)		-2,579.61
	07/02/2025	Bill	BOOK	12.38
	07/02/2025	Bill	BOOKS	362.22
	07/02/2025	Bill	BOOK	17.65
	07/02/2025	Bill	BOOK	17.11
	07/02/2025	Bill	BOOKS	26.45
	07/02/2025	Bill	BOOKS	50.70
	07/02/2025	Bill	BOOK	14.32
	07/07/2025	Bill	BOOK	9.88
	07/08/2025	Bill	BOOK	18.91

07/08/2025	Bill	BOOK	33.15
07/08/2025	Bill	BOOK	8.90
07/08/2025	Bill	BOOK	7.63
07/08/2025	Bill	BOOK	18.17
07/08/2025	Bill	BOOKS	28.32
07/08/2025	Bill	BOOK	12.38
07/10/2025	Bill	BOOK	15.38
07/10/2025	Bill	BOOK	18.60
07/10/2025	Bill	BOOK	14.11
07/10/2025	Bill	BOOK	13.68
07/10/2025	Bill	BOOKS	45.60
07/10/2025	Bill	BOOK	17.47
07/10/2025	Bill	BOOK	18.03
07/10/2025	Bill	BOOK	17.61
07/10/2025	Bill	BOOKS	50.81
07/10/2025	Bill	BOOKS	39.82
07/10/2025	Bill	BOOK	11.39
07/10/2025	Bill	BOOK	12.46
07/10/2025	Bill	BOOKS	37.27
07/10/2025	Bill	BOOK	12.46
07/10/2025	Bill	BOOKS	39.63

07/10/2025	Bill	BOOK	18.60
07/10/2025	Bill	BOOKS	20.39
07/10/2025	Bill	BOOK	10.21
07/10/2025	Bill	BOOKS	35.50
07/10/2025	Bill	BOOKS	36.06
07/10/2025	Bill	BOOK	17.89
07/10/2025	Bill	BOOK	36.32
07/10/2025	Bill	BOOK	11.39
07/10/2025	Bill	BOOK	13.52
07/10/2025	Bill	BOOK	9.88
07/02/2025	Bill	BOOK	18.59
04/01/2025	Bill	BOOK	27.24
04/01/2025	Bill	BOOK	19.73
06/30/2025	Bill	BOOK	15.38
06/30/2025	Bill	BOOK	12.94
06/30/2025	Bill	BOOK	21.60
06/30/2025	Bill	BOOK	11.81
06/30/2025	Bill	BOOK	18.59
06/30/2025	Bill	BOOKS	59.07
06/30/2025	Bill	BOOK	12.04
06/30/2025	Bill	BOOKS	45.04

06/30/2025	Bill	BOOK	12.92
06/30/2025	Bill	BOOKS	36.06
06/30/2025	Bill	BOOKS	68.93
06/30/2025	Bill	BOOKS	20.09
07/01/2025	Bill	BOOKS	35.61
07/01/2025	Bill	BOOK	13.96
07/01/2025	Bill	BOOKS	37.21
07/01/2025	Bill	BOOK	11.81
07/01/2025	Bill	BOOKS	107.64
07/01/2025	Bill	BOOK	16.91
07/01/2025	Bill	BOOKS	228.77
07/01/2025	Bill	BOOK	12.38
07/01/2025	Bill	BOOK	18.04
07/01/2025	Bill	BOOKS	116.91
07/02/2025	Bill	BOOK	16.14
07/02/2025	Bill	BOOK	18.89
07/02/2025	Bill	BOOKS	40.02
07/02/2025	Bill	BOOK	14.95
07/02/2025	Bill	BOOK	20.47
07/02/2025	Bill	BOOK	12.95
07/02/2025	Bill	BOOK	8.39

07/02/2025	Bill	BOOKS	18.17
07/02/2025	Bill	BOOK	18.59
07/02/2025	Bill	BOOKS	71.58
07/02/2025	Bill	BOOKS	54.11
07/02/2025	Bill	BOOKS	73.83
07/28/2025	Bill Payment (Check)		-1,583.22
07/18/2025	Bill	BOOK	15.94
07/16/2025	Bill	BOOK	18.60
07/16/2025	Bill	BOOKS	37.19
07/16/2025	Bill	BOOKS	138.56
07/16/2025	Bill	BOOK	15.71
07/16/2025	Bill	BOOK	18.59
07/16/2025	Bill	BOOK	33.94
07/16/2025	Bill	BOOKS	35.48
07/16/2025	Bill	BOOK	11.06
07/16/2025	Bill	BOOK	9.88
07/17/2025	Bill	BOOK	22.73
07/17/2025	Bill	BOOK	11.81
07/17/2025	Bill	BOOKS	72.14
07/17/2025	Bill	BOOKS	35.51
07/17/2025	Bill	BOOKS	44.44

07/17/2025	Bill	BOOKS	29.83
07/17/2025	Bill	BOOK	15.94
07/17/2025	Bill	BOOKS	24.76
07/17/2025	Bill	BOOKS	25.57
07/17/2025	Bill	BOOKS	25.88
07/17/2025	Bill	BOOKS	29.14
07/18/2025	Bill	BOOK	22.72
07/18/2025	Bill	BOOKS	153.26
07/18/2025	Bill	BOOK	11.81
07/18/2025	Bill	BOOK	18.03
		INVOICE #63200084	
		\$53.50	
		MINUS	
		CREDITS/UNAPPLIED	
		CASH DUE :	
		63147945 1.24	
		63155322 1.36	
		63155320 18.61	
		63145928 13.52 (
07/18/2025	Bill	TOTAL CREDIT : \$34.73)	18.77
07/23/2025	Bill	BOOK	21.03
07/23/2025	Bill	BOOKS	94.83
07/23/2025	Bill	BOOK	9.89
07/23/2025	Bill	BOOKS	56.93
07/23/2025	Bill	BOOK	18.59
07/23/2025	Bill	BOOK	21.14

07/23/2025	Bill	BOOK	19.73
07/23/2025	Bill	BOOKS	42.64
07/23/2025	Bill	BOOKS	34.52
07/14/2025	Bill	BOOK	17.11
07/14/2025	Bill	BOOKS	263.29
07/14/2025	Bill	BOOK	16.48
07/16/2025	Bill	BOOK	38.85
07/16/2025	Bill	BOOK	30.90
07/25/2025	Bill Payment (Check)		-14.11
07/29/2025	Bill	BOOK	14.11

JENN MEADOWS

07/15/2025	Bill Payment (Check)		-5.56
06/13/2025	Bill	EGGS/PROGRAM	5.56

Kanopy

07/15/2025	Bill Payment (Check)		-352.75
06/30/2025	Bill	JUNE KANOPY DOWNLOADS	352.75

Konica Business Solutions

07/15/2025	Bill Payment (Check)		-188.37
07/02/2025	Bill	COPIER USAGE/ MAINTENANCE 7-8/25	10.46
07/02/2025	Bill	MAINTENANCE	177.91

**LAUTERBACH &
AMEN, LLP**

07/15/2025	Bill Payment (Check)		-6,900.00
07/02/2025	Bill	AUDIT PROFESSIONAL SERVICES	6,900.00

MIDWEST TAPE

07/15/2025	Bill Payment (Check)		-401.47
07/03/2025	Bill	DVDS	96.64
07/03/2025	Bill	BLU-RAY	37.93
07/03/2025	Bill	AUDIOBOOK CDS	159.94
06/25/2025	Bill	AUDIOBOOK CD	58.98
07/03/2025	Bill	AUDIOBOOK CD	47.98
07/28/2025	Bill Payment (Check)		-80.79
07/16/2025	Bill	DVDS	80.79

**Oak Brook Mechanical
Services, Inc.**

07/15/2025	Bill Payment (Check)		-1,267.00
06/30/2025	Bill	RADIATOR REPAIR/LEAKAGE CHILLER/AHU ADJUSTMENT FOR TEMP CONTROL	543.00
06/30/2025	Bill		724.00
07/28/2025	Bill Payment (Check)		-543.00
07/15/2025	Bill	Radiator clog	181.00
07/15/2025	Bill	Radiator leak / caulking	362.00

**OUTSOURCE
SOLUTIONS GROUP,
INC.**

07/15/2025	Bill Payment (Check)		-2,798.59
06/16/2025	Bill	JUNE TECH SUPPORT	2,798.59
07/28/2025	Bill Payment (Check)		-3,706.09
07/15/2025	Bill	MERAKI MR CLOUD CONTROLLER LICENSE RENEWAL	907.50
07/24/2025	Bill	JULY TECH SUPPORT IPAD SECURITY SOFTWARE	2,798.59

OverDrive

07/15/2025	Bill Payment (Check)		-3,651.13
07/08/2025	Bill	3 EBOOKS, 2 AUDIOBOOKS	336.98
07/01/2025	Bill	3 EBOOKS, 2 AUDIOBOOKS	200.49
06/26/2025	Bill	18 EBOOKS 12 AUDIOBOOKS	1,595.79
07/07/2025	Bill	23 EBOOKS, 7 AUDIOBOOKS	1,292.87
07/08/2025	Bill	2 EBOOKS, 2 AUDIOBOOKS	225.00
07/28/2025	Bill Payment (Check)		-193.19
07/11/2025	Bill	1 EBOOK	30.00
07/15/2025	Bill	3 EBOOKS	163.19

RAILS

07/15/2025	Bill Payment (Check)		-5,787.00
07/08/2025	Bill	EBSCO DATABASE PACKAGE	5,247.00

			CHICAGO TRIBUNE DIGITAL SUBSCRIPTION 7/1/25- 6/30/26	540.00
07/09/2025	Bill			
S&D PRIME MAINTENANCE,INC				
07/28/2025	Bill Payment (Check)			-682.50
			BALANCE DUE TOWARD WATER FOUNTAIN ACCESS PANEL INSTALLATION	
05/27/2025	Bill			682.50
Shannon Gruber				
07/15/2025	Bill Payment (Check)			-31.66
07/01/2025	Bill		ANA'S LAST DAY/SNACKS	31.66
Staples				
07/28/2025	Bill Payment (Check)			-861.40
06/25/2025	Bill			861.40
SWAN				
07/28/2025	Bill Payment (Check)			-6,285.50
07/10/2025	Bill		SWAN FEES JULY- SEPTEMBER	6,285.50
TERRACON CONSULTANTS, INC.				
07/28/2025	Bill Payment (Check)			-18,500.00
07/14/2025	Bill		FACILITY ASSESSMENT	18,500.00
VILLAGE OF RIVER FOREST				

	Bill Payment	
07/15/2025	(Check)	-12,549.83
07/09/2025	Bill	July 2025 Health Insurance 4,902.28
07/10/2025	Bill	IMRF June 2025 7,647.55

Thursday, Sep 04, 2025 11:23:22 AM GMT-7

July 2025 Byline Credit Card Ending Balance: \$1,269.25

Date	Payee	Memo	Charge	Payment	Account
07/31/2025	Target	FAREWELL TREATS	23.96		Personnel:Staff
	BROKEN				Recognition (InService)
07/31/2025	TART	FAREWELL TREATS	28.66		Personnel:Staff
		AMERICAN GIRL			Recognition (InService)
07/25/2025	American Girl	DOLL W/CASE	238.20		Children's Expenses:Non-Print Children's
		BIRDHOUSES FOR 10/1 HAUNTED BIRDHOUSE			
07/24/2025	MICHAELS	PROGRAM	51.59		Teen Expenses:Programs-Teen
07/24/2025	ILA	ILA REGISTRATION/CONFERENCE MONTHLY	450.00		Personnel:Staff Training and Development
07/23/2025	Stamps.com	STAMPS.COM FEE	19.99		Support Services:Postage
	BROKEN				Personnel:Staff
07/23/2025	TART	FAREWELL TREATS	13.78		Recognition (InService)
					Children's
		SRP PRIZES/FAREWELL TREATS			Expenses:Programs - Children's/Personnel:Staff
07/23/2025	Target		40.37		Recognition (InService)
					Support
					Services:Automation - Administration (SWAN, website, etc)
07/22/2025	TechSoup	QUICKBOOKS ONLINE	80.00		
	WALL STREET JOURNAL	WSJ MONTHLY CHARGE			Adult Expenses:Periodicals - Adult
07/18/2025			64.99		Children's
07/18/2025	Jewel Foods	JUICE BOXES	6.60		Expenses:Programs - Children's
					Children's
07/18/2025	Five Below	POOL NOODLES	25.00		Expenses:Programs - Children's
07/18/2025	Jewel Foods	COOKIES/FILM LOVER FRIDAYS	10.21		Adult Expenses:Programs - Adult
	PARTIES WITH CHARACTER	PARTIES WITH CHARACTER DEPOSIT			Children's
07/18/2025			215.90		Expenses:Programs - Children's
					Special
07/11/2025	MICHAELS	4X4 FRAMES FOR MAKERS	71.97		Programs:Connections
	ELAN				Programs
07/10/2025	FINANCIAL SERVICES	CREDIT CARD PAYMENT		2,777.90	BYLINE Operations

07/10/2025	MICHAELS	CRAFT & CHAT SUPPLIES	77.90	Adult Expenses:Programs - Adult Personnel:Staff Recognition (InService)
07/08/2025	Jewel Foods	FAREWELLTREATS	24.98	
07/07/2025	Bookshop.org	100 BBHS/GIFT CARDS	30.00	Teen Expenses:Programs- Teen
07/03/2025	AMAZON	PRIME RENTAL/FILM PROGRAM	5.99	Adult Expenses:Programs - Adult

River Forest Public Library

Fund Balances

As of July 31, 2025

Prepared 9.5.25

7/31/2025

CHECKING/SAVINGS - OPERATIONS FUND

Operations Current

Interest Rate

ICS Operations	0.50%	375,050.99
Byline Operations	0.40%	49,733.75
CIBC Operations	0.00%	-
Petty Cash		40.00

TOTAL OPERATIONS CHECKING/SAVINGS 424,824.74

Maturity Date

CDARS Reserves

Interest Rate

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
10/16/2025	OP CD 3 MONTHS- CIBC	3.25%	106,377.77
11/28/2025	OP CD 1 YEAR- CIBC	3.50%	56,305.96

TOTAL CDARS Reserves Operations 420,801.39

TOTAL OPERATIONS FUND

845,626.13

CHECKING/SAVINGS - CAPITAL ACCOUNT

Interest Rate

ICS Capital	0.50%	101,247.50
Byline Capital	0.40%	10,001.80

TOTAL CAPITAL CHECKING/SAVINGS 111,249.30

Maturity Date

CDARS Reserves

Interest Rate

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
9/25/2025	CAP CD 3 MONTHS- CIBC	3.25%	252,033.82
9/25/2025	CAP CD 3 MONTHS- CIBC	3.25%	232,898.48
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
10/16/2025	CAP CD 3 MONTHS- CIBC	3.25%	52,633.37

TOTAL CDARS Reserves Capital 953,285.72

TOTAL CAPITAL FUND

1,064,535.02

TOTAL OPERATIONS/CAPITAL FUNDS

1,910,161.15



River Forest Public Library -Capital Reserve Fund

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

Jul-25

Capital Reserve Account Balances

ICS Capital Reserve	\$	101,247.50 *
Byline Capital Checking	\$	10,001.80
Total Capital Reserve Checking / Savings	\$	111,249.30
Total Capital CDARS Reserve	\$	953,285.72
Total Capital Reserve Fund	\$	1,064,535.02

Revenues

Expenses

ACR- plaster repair	7/9/2025	\$	6,680.17
Engberg Anderson- schematic / construction documents	7/22/2025	\$	6,502.53
Ancel Glink- June legal services	7/22/2025	\$	1,000.00

Transfers

Income

Interest- Checking / ICS	7/31/2025	\$	49.05
Interest- CDARS	7/31/2025	\$	411.71

Prepared: 9.5.25

*Includes \$50,000 Live and Learn Grant



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

Account:	August-25	YTD	2025-2026	% of Budget
				33% as of 8/31/2025
Property Taxes	\$ 6,540.75	\$ 6,540.75	\$ 1,685,000	0.39%
Connections Program Grant	\$ -	\$ -	\$ 3,500	0.00%
Replacement Taxes	\$ 550.22	\$ 550.22	\$ 16,000	3.44%
Lost Books Reimbursed	\$ 170.00	\$ 1,179.75	\$ 4,000	29.49%
Copy Machine Revenue	\$ 52.19	\$ 452.58	\$ 3,000	15.09%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 3,061.75	\$ 14,452.38	\$ 23,000	62.84%
Grants from RFPL Foundation	\$ -	\$ 8,695.00	\$ 50,000	17.39%
Gifts - other	\$ -	\$ 0.25	\$ 200	0.13%
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	\$ -	\$ 2.90	\$ 200	1.45%
Total:	\$ 10,374.91	\$ 32,373.83	\$ 1,812,050	1.79%
Income:	\$ 10,374.91	\$ 32,373.83	\$ 1,812,050	1.79%
Expense:	\$ 112,714.76	\$ 513,460.17	\$ 1,812,050	28.34%

Prepared 9.11.25



River Forest Public Library

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

Expense Report: Aug-25

August-25

Fiscal YTD

Actual % Budget

33% as of 8/31/2025

25-26
Budget

Expenses

Personnel

Wages & Salaries	\$ 67,357.49	\$ 287,749.54	30.82%	\$ 933,500
Medical Health Insurance Coverage	\$ -	\$ 10,984.76	15.65%	\$ 70,200
IMRF	\$ 3,908.43	\$ 15,762.30	30.61%	\$ 51,500
Medicare/FICA	\$ 5,133.85	\$ 21,477.69	30.04%	\$ 71,500
Staff Recognition	\$ 45.12	\$ 428.73	7.66%	\$ 5,600
Membership Dues	\$ -	\$ 1,320.00	44.00%	\$ 3,000
Staff Training & Development	\$ 75.00	\$ 1,007.94	13.90%	\$ 7,250
Total Personnel	\$ 76,519.89	\$ 338,730.96	29.65%	\$ 1,142,550

Advertising & Programming

Printing & Advertising

Newsletter	\$ 2,609.00	\$ 3,068.64	43.84%	\$ 7,000
Advertising	\$ 11.85	\$ 990.52	19.81%	\$ 5,000
Total Printing & Advertising	\$ 2,620.85	\$ 4,059.16	33.83%	\$ 12,000

Programming

Children's Programs	\$ 108.69	\$ 3,132.20	16.49%	\$ 19,000
Teen Programs	\$ 498.90	\$ 2,109.38	23.44%	\$ 9,000
Adult Programs	\$ 3,038.97	\$ 6,965.14	35.72%	\$ 19,500
Special Programs	\$ -	\$ 3,603.36	51.48%	\$ 7,000
Connections Programs	\$ 61.41	\$ 174.15	4.98%	\$ 3,500
Total Programs	\$ 3,707.97	\$ 15,984.23	27.56%	\$ 58,000
Total Advertising & Programming	\$ 6,328.82	\$ 20,043.39	28.63%	\$ 70,000

Support Services

ILL & RB Services	\$ -	\$ 504.80	42.07%	\$ 1,200
Technical Support (IT)	\$ -	\$ 8,275.47	29.82%	\$ 27,750
Automation Administration	\$ 37.45	\$ 7,476.15	16.90%	\$ 44,250
Consultant Fees/Legal Fees	\$ -	\$ 18,500.00	44.58%	\$ 41,500

Postage & Delivery	\$	124.99	\$	318.15	7.49%	\$	4,250
Audit	\$	-	\$	6,900.00	56.33%	\$	12,250
Payroll & Employment Services	\$	906.19	\$	2,307.38	37.22%	\$	6,200
Youth Interventionist Contract	\$	1,283.50	\$	1,283.50	23.99%	\$	5,350
Telephone/Internet	\$	1,101.94	\$	4,378.77	32.44%	\$	13,500
Trustee Training & Memberships	\$	-	\$	-	0.00%	\$	1,250
Copy Machine Lease	\$	239.68	\$	676.24	21.13%	\$	3,200
Total Support Services	\$	3,693.75	\$	50,620.46	31.50%	\$	160,700

Materials & Supplies

Library Materials

Books	\$	7,026.11	\$	23,165.52	28.25%	\$	82,000
Print Periodicals	\$	369.99	\$	5,825.99	77.68%	\$	7,500
Automated Subscriptions (databases)	\$	1,084.00	\$	12,464.48	87.78%	\$	14,200
Digital Content (ebooks, movies, music)	\$	6,592.83	\$	27,887.13	31.69%	\$	88,000
AV & Other Nonprint Materials	\$	1,144.17	\$	4,917.73	30.74%	\$	16,000
Total Library Materials	\$	16,217.10	\$	74,260.85	35.75%	\$	207,700

Library & Office Supplies

Office Supplies	\$	6.84	\$	479.91	12.00%	\$	4,000
Library Supplies	\$	349.05	\$	851.50	16.07%	\$	5,300
Copy & Printing Supplies	\$	67.99	\$	309.84	14.75%	\$	2,100
Misc Expenses	\$	202.86	\$	691.55	26.60%	\$	2,600
Total Library & Office Supplies	\$	626.74	\$	2,332.80	16.66%	\$	14,000
Total Materials & Supplies	\$	16,843.84	\$	76,593.65	34.55%	\$	221,700

Strategic Initiatives

Strategic Initiatives	\$	-	\$	-	0.00%	\$	15,000
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Facilities Management

Facility Supplies

Building Materials & Supplies	\$	68.63	\$	1,401.29	20.02%	\$	7,000
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Facility Services

Insurance	\$	-	\$	-	0.00%	\$	23,850
Maintenance & Custodial Service	\$	8,107.59	\$	21,690.95	24.93%	\$	87,000
Water	\$	307.70	\$	576.86	19.23%	\$	3,000
Natural Gas	\$	654.65	\$	2,726.83	22.72%	\$	12,000
Copier Maintenance & Usage	\$	126.61	\$	611.23	27.17%	\$	2,250

Total Facility Services		\$ 9,196.55	\$ 25,605.87	19.99%	\$ 128,100
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Furniture & Technology

Furniture		\$ 49.99	\$ 137.28	3.43%	\$ 4,000
Technology Misc.		\$ 13.29	\$ 327.27	10.91%	\$ 3,000
Total Furniture & Technology		\$ 63.28	\$ 464.55	6.64%	\$ 7,000
Total Facilities Management		\$ 9,328.46	\$ 27,471.71	19.33%	\$ 142,100

Totals

Total Operating Expenses		\$ 112,714.76	\$ 513,460.17	29.31%	\$ 1,752,050
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Capital Improvement Reserve Fund		\$ -	\$ -	0.00%	\$ 60,000
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Total Expenses		\$ 112,714.76	\$ 513,460.17	28.34%	\$ 1,812,050
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Total Income		\$ 10,374.91	\$32,373.83	1.79%	\$ 1,812,050
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Prepared 9.11.25

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

	Date	Transaction Type	Memo/Description	Amount
Alarm Detection Services				
		Bill Payment		
	08/15/2025	(Check)		-282.66
	08/10/2025	Bill	SEP-NOV FIRE ALARM CHARGES	282.66
AMAZON				
		Bill Payment		
	08/04/2025	(Check)		-112.09
			CHILDREN'S ROOM SUPPLEMENTAL SHELVING	
	07/26/2025	Bill	(STORYTIME COLLECTION)	49.99
			GUESSTIMATION JAR	
	07/30/2025	Bill	CONTENTS/ERASERS	62.10
		Bill Payment		
	08/15/2025	(Check)		-72.88
	08/05/2025	Bill	SUPPLY CART	35.99
			RETURNED AIR CONDITIONER	
	08/04/2025	Vendor Credit	/INVOICE #11V3-THW3-RWX4	-59.99
	08/12/2025	Bill	PAPER LANTERNS FOR DISPLAY	9.99
	08/06/2025	Bill	AMERICAN GIRL KIT BOOK	5.00
	08/05/2025	Bill	SRP PRIZES	45.29
	08/12/2025	Bill	CARDBOARD CUTTER & SCISSORS	36.60
		Bill Payment		
	08/29/2025	(Check)		-897.98
	08/23/2025	Bill	J VIDEO GAMES	186.82
	08/22/2025	Bill	Take and make supplies	101.91
	08/22/2025	Bill	Front door stickers	15.94
	08/22/2025	Bill	Apple watch charger for ATS desk	13.29
	08/22/2025	Bill	Dishwasher magnet	6.84
			TONER	
	08/27/2025	Bill	TAMPONS	136.62
			MIDDLE SCHOOL MAKERS	
	08/27/2025	Bill	SUPPLIES	13.28
	08/22/2025	Bill	FRONT DOOR DECALS	29.45
	08/22/2025	Bill	Paper cutter	16.52

08/22/2025	Bill	Twilight party supplies	59.65
08/19/2025	Bill	Nintendo switch games / switch 2 games	317.66

**ANDERSON
ELEVATOR
COMPANY**

08/15/2025	Bill Payment (Check)		-225.00
08/01/2025	Bill	AUGUST 2025 ELEVATOR MAINTENANCE	225.00

Cintas Fire Protection

08/04/2025	Bill Payment (Check)		-216.00
04/30/2025	Bill	APRIL 2025 AED SUBSCRIPTION	108.00
06/30/2025	Bill	JUNE 2025 AED SUBSCRIPTION	108.00
08/29/2025	Bill Payment (Check)		-108.00
08/29/2025	Bill	AUGUST 2025 AED subscription	108.00

CleanNet of Illinois

08/04/2025	Bill Payment (Check)		-1,549.80
08/01/2025	Bill	MONTHLY CLEANING SERVICE	1,549.80

Comcast BUSINESS

08/15/2025	Bill Payment (Check)		-389.95
07/27/2025	Bill	AUGUST 2025 INTERNET BILL	389.95

**COMCAST BUSINESS
(VoiceEdge*)**

08/15/2025	Bill Payment (Check)		-711.99
08/01/2025	Bill	AUGUST 2025 PHONE BILL	711.99

DEMCO, INC.

08/15/2025	Bill Payment (Check)		-105.90
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08/01/2025	Bill	TECH SERVICES SUPPLIES (NEW LABELS)	105.90
	Bill Payment		
08/29/2025	(Check)		-226.80
08/29/2025	Bill	Yellow tape	226.80

EBSCO Information Services

	Bill Payment		
08/15/2025	(Check)		-1,084.00
		1 YR LIBRARY AWARE SUBSCRIPTION	
07/27/2025	Bill		1,084.00

Engberg-Anderson, Inc.

	Bill Payment		
08/15/2025	(Check)		-3,770.00
		CAPITAL** SCHEMATIC, CONSTRUCTION DOC., BIDDING, ADMIN	
07/31/2025	Bill		3,770.00

EZMail Services

	Bill Payment		
08/29/2025	(Check)		-460.00
08/22/2025	Bill	Bookplate mailing and postage	460.00

Full Circle Cheese

	Bill Payment		
08/29/2025	(Check)		-540.00
08/22/2025	Bill	Presenter fee- Cheese 101	540.00

Historical Society of OPRF

	Bill Payment		
08/15/2025	(Check)		-200.00
		PRESENTER FEE/RIVER FOREST WALKING TOUR	
07/31/2025	Bill		200.00

Hoopla

	Bill Payment		
08/15/2025	(Check)		-3,354.64
07/31/2025	Bill	JULY HOOPLA DOWNLOADS	3,354.64

HOY LANDSCAPING

	Bill Payment		
08/04/2025	(Check)		-450.00
02/19/2025	Bill	ICE REMOVAL 2-16-2025	38.00
		SNOW/ICE REMOVAL 2-12-25	
02/17/2025	Bill	THROUGH 2-15-25	412.00

Hulen Landscaping Contractors

	Bill Payment		
08/04/2025	(Check)		-382.00
07/30/2025	Bill	JULY GARDEN MAINTENANCE	382.00

Ingram Library Services

	Bill Payment		
08/04/2025	(Check)		-1,854.38
07/30/2025	Bill	BOOKS	47.55
07/30/2025	Bill	BOOKS	204.51
07/30/2025	Bill	BOOKS	52.11
07/30/2025	Bill	BOOK	12.46
07/28/2025	Bill	BOOK	15.94
07/25/2025	Bill	BOOK	20.46
07/25/2025	Bill	BOOK	18.60
07/25/2025	Bill	BOOKS	68.59
07/25/2025	Bill	BOOKS	76.52
07/25/2025	Bill	BOOKS	109.49
07/25/2025	Bill	BOOK	7.96
07/25/2025	Bill	BOOKS	22.45
07/25/2025	Bill	BOOK	16.72
07/25/2025	Bill	BOOKS	81.43
07/25/2025	Bill	BOOKS	67.76
07/25/2025	Bill	BOOK	16.15
07/25/2025	Bill	BOOKS	41.77
07/25/2025	Bill	BOOKS	27.76
07/25/2025	Bill	BOOKS	25.88
07/27/2025	Bill	BOOK	20.69
07/27/2025	Bill	BOOKS	81.70
07/27/2025	Bill	BOOK	19.73
07/27/2025	Bill	BOOK	11.81
07/27/2025	Bill	BOOK	37.39

07/27/2025	Bill	BOOK	18.04
07/27/2025	Bill	BOOK	11.39
07/27/2025	Bill	BOOKS	60.15
07/27/2025	Bill	BOOK	28.34
07/27/2025	Bill	BOOKS	31.03
07/29/2025	Bill	BOOKS	28.88
07/29/2025	Bill	BOOKS	63.18
07/29/2025	Bill	BOOK	7.96
07/29/2025	Bill	BOOK	17.47
07/29/2025	Bill	BOOKS	107.09
07/29/2025	Bill	BOOKS	73.81
07/29/2025	Bill	BOOK	23.12
07/29/2025	Bill	BOOKS	36.07
07/29/2025	Bill	BOOKS	105.86
07/29/2025	Bill	BOOK	22.73
07/29/2025	Bill	BOOK	18.04
07/29/2025	Bill	BOOKS	36.67
07/29/2025	Bill	BOOKS	42.64
07/29/2025	Bill	BOOK	16.48
	Bill Payment		
08/15/2025	(Check)		-2,413.68
08/12/2025	Bill	BOOK	15.58
08/12/2025	Bill	BOOKS	28.17
08/12/2025	Bill	BOOKS	21.84
08/12/2025	Bill	BOOKS	46.10
08/12/2025	Bill	BOOKS	85.77
08/12/2025	Bill	BOOK	17.28
08/12/2025	Bill	BOOKS	21.28
08/12/2025	Bill	BOOK	17.28
08/01/2025	Bill	BOOK	15.40
08/01/2025	Bill	BOOKS	75.90
08/01/2025	Bill	BOOKS	26.59
08/01/2025	Bill	BOOKS	38.81
08/01/2025	Bill	BOOK	32.90
08/01/2025	Bill	BOOKS	168.86
08/01/2025	Bill	BOOKS	29.98
08/01/2025	Bill	BOOKS	36.07
08/01/2025	Bill	BOOK	17.60
08/01/2025	Bill	BOOK	9.21
08/01/2025	Bill	BOOK	10.26
08/01/2025	Bill	BOOK	15.89
08/04/2025	Bill	BOOK	20.71

08/04/2025	Bill	BOOK	18.60
08/04/2025	Bill	BOOK	17.47
08/04/2025	Bill	BOOK	18.60
08/04/2025	Bill	BOOKS	26.67
08/04/2025	Bill	BOOKS	40.98
		BOOKS/CREDITS APPLIED	
		#67803437 \$27.24, #67803438 \$19.73,	
		#019986 \$77.16, #63199764 \$11.81	
08/04/2025	Bill	(TOTAL \$135.94)	51.97
08/04/2025	Bill	BOOKS	27.75
08/04/2025	Bill	BOOKS	27.67
08/04/2025	Bill	BOOK	20.71
08/04/2025	Bill	BOOK	18.01
08/04/2025	Bill	BOOK	12.89
08/04/2025	Bill	BOOK	18.04
08/04/2025	Bill	BOOKS	33.95
08/04/2025	Bill	BOOKS	44.28
08/04/2025	Bill	BOOKS	25.88
08/05/2025	Bill	BOOK	20.69
08/05/2025	Bill	BOOK	18.03
08/05/2025	Bill	BOOKS	44.05
08/05/2025	Bill	BOOK	17.47
08/06/2025	Bill	BOOK	18.31
08/06/2025	Bill	BOOK	18.60
08/06/2025	Bill	BOOK	12.89
08/06/2025	Bill	BOOKS	68.22
08/06/2025	Bill	BOOK	18.03
08/06/2025	Bill	BOOK	10.40
08/06/2025	Bill	BOOK	11.62
08/06/2025	Bill	BOOKS	19.76
08/06/2025	Bill	BOOK	15.38
08/06/2025	Bill	BOOK	12.46
08/07/2025	Bill	BOOKS	35.42
08/07/2025	Bill	BOOK	21.43
08/07/2025	Bill	BOOK	12.38
08/07/2025	Bill	BOOKS	36.07
08/07/2025	Bill	BOOK	16.59
08/07/2025	Bill	BOOK	18.60
08/07/2025	Bill	BOOKS	40.26
08/07/2025	Bill	BOOK	12.05
08/07/2025	Bill	BOOKS	39.31

08/07/2025	Bill	BOOKS	27.53
08/08/2025	Bill	BOOK	16.52
08/08/2025	Bill	BOOKS	77.22
08/08/2025	Bill	BOOK	8.71
08/08/2025	Bill	BOOK	11.81
08/08/2025	Bill	BOOK	7.96
08/08/2025	Bill	BOOK	18.04
08/08/2025	Bill	BOOKS	87.96
08/08/2025	Bill	BOOKS	35.45
08/08/2025	Bill	BOOK	12.05
08/08/2025	Bill	BOOK	18.97
08/08/2025	Bill	BOOK	17.32
08/08/2025	Bill	BOOKS	21.09
08/08/2025	Bill	BOOK	11.16
08/08/2025	Bill	BOOK	12.46
08/08/2025	Bill	BOOKS	28.71
08/08/2025	Bill	BOOK	11.95
08/10/2025	Bill	BOOK	17.71
08/10/2025	Bill	BOOK	18.60
08/10/2025	Bill	BOOK	11.81
08/10/2025	Bill	BOOK	11.71
08/10/2025	Bill	BOOK	24.89
08/10/2025	Bill	BOOK	13.52
08/11/2025	Bill	BOOK	14.81
08/11/2025	Bill	BOOK	12.46
08/12/2025	Bill	BOOKS	141.00
08/12/2025	Bill	BOOK	11.25
08/12/2025	Bill	BOOK	18.04
	Bill Payment		
08/29/2025	(Check)		-2,887.25
08/21/2025	Bill	BOOK	21.43
08/21/2025	Bill	BOOKS	29.67
08/21/2025	Bill	BOOK	7.21
08/21/2025	Bill	BOOK	12.38
08/21/2025	Bill	BOOKS	68.84
08/21/2025	Bill	BOOK	23.99
08/21/2025	Bill	BOOK	15.94
08/21/2025	Bill	BOOKS	55.17
08/22/2025	Bill	BOOK	22.72
08/22/2025	Bill	BOOK	8.39
08/22/2025	Bill	BOOK	16.09
08/22/2025	Bill	BOOK	19.73

08/22/2025	Bill	BOOK	18.04
08/22/2025	Bill	BOOK	21.14
08/22/2025	Bill	BOOK	18.74
08/22/2025	Bill	BOOK	17.28
08/22/2025	Bill	BOOK	16.18
08/22/2025	Bill	BOOK	11.62
08/22/2025	Bill	BOOK	22.72
08/22/2025	Bill	BOOK	13.93
08/22/2025	Bill	BOOK	12.92
08/22/2025	Bill	BOOKS	50.76
08/22/2025	Bill	BOOKS	168.51
08/22/2025	Bill	BOOKS	53.48
08/22/2025	Bill	GREAT GATSBY BOOKS	129.20
08/22/2025	Bill	BOOK	15.06
08/22/2025	Bill	BOOK	20.44
08/22/2025	Bill	BOOKS	26.62
08/26/2025	Bill	BOOKS	26.15
08/26/2025	Bill	BOOK	12.94
08/26/2025	Bill	BOOK	9.14
08/26/2025	Bill	BOOKS	86.27
08/26/2025	Bill	BOOK	15.21
08/26/2025	Bill	BOOKS	81.77
08/26/2025	Bill	BOOK	28.71
08/26/2025	Bill	BOOKS	36.06
08/26/2025	Bill	BOOK	21.32
08/26/2025	Bill	BOOK	21.92
08/26/2025	Bill	BOOKS	34.51
08/26/2025	Bill	BOOKS	28.22
08/26/2025	Bill	BOOK	22.72
08/26/2025	Bill	BOOKS	100.68
08/27/2025	Bill	BOOK	15.94
08/27/2025	Bill	BOOK	18.03
08/27/2025	Bill	BOOKS	77.08
08/27/2025	Bill	BOOK	33.05
08/27/2025	Bill	BOOK	12.13
08/27/2025	Bill	BOOK	11.62
08/27/2025	Bill	BOOK	17.28
08/14/2025	Bill	BOOK	11.81
08/14/2025	Bill	BOOKS	30.88
08/14/2025	Bill	BOOKS	30.36
08/14/2025	Bill	BOOKS	39.08
08/14/2025	Bill	BOOK	14.25

08/14/2025	Bill	BOOK	12.95
08/14/2025	Bill	BOOKS	46.97
08/14/2025	Bill	BOOKS	31.54
08/14/2025	Bill	BOOKS	85.65
08/14/2025	Bill	BOOK	18.74
08/14/2025	Bill	BOOKS	63.96
08/14/2025	Bill	BOOK	14.78
08/14/2025	Bill	BOOKS	32.23
08/15/2025	Bill	BOOKS	65.58
08/15/2025	Bill	BOOK	18.57
08/15/2025	Bill	BOOK	18.04
08/15/2025	Bill	BOOKS	36.60
08/15/2025	Bill	BOOK	15.71
08/15/2025	Bill	BOOK	46.84
08/15/2025	Bill	BOOK	11.39
08/15/2025	Bill	BOOKS	47.34
08/15/2025	Bill	BOOK	15.38
08/15/2025	Bill	BOOKS	27.37
08/15/2025	Bill	BOOKS	38.83
08/15/2025	Bill	BOOKS	40.19
08/18/2025	Bill	BOOK	19.91
08/18/2025	Bill	BOOK	18.60
08/18/2025	Bill	BOOKS	159.93
08/18/2025	Bill	BOOK	19.49
08/18/2025	Bill	BOOKS	71.00
08/18/2025	Bill	BOOK	10.26
08/18/2025	Bill	BOOK	8.15
08/18/2025	Bill	BOOKS	33.92
08/18/2025	Bill	BOOKS	20.09
08/21/2025	Bill	BOOKS	81.91

Kanopy

	Bill Payment		
08/15/2025	(Check)		-390.15
07/31/2025	Bill	JULY KANOPY DOWNLOADS	390.15

Konica Business Solutions

	Bill Payment		
08/15/2025	(Check)		-126.61
08/02/2025	Bill	AUGUST 2025 COPY MAINTENANCE	10.46

08/01/2025	Bill	JULY 2025 COPY USAGE	116.15
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Konica Premier Finance

08/04/2025	Bill Payment (Check)		-239.68
07/24/2025	Bill	COPIER LEASE	239.68

Leslie Goddard

08/15/2025	Bill Payment (Check)		-400.00
07/31/2025	Bill	PRESENTER FEE/ROADSIDE ATTRACTIONS	400.00

Lynn Rymarz

08/29/2025	Bill Payment (Check)		-300.00
08/22/2025	Bill	Presenter fee- Zelda Fitzgerald: a first-person portrayl	300.00

Mid-America Graphics

08/15/2025	Bill Payment (Check)		-2,149.00
08/11/2025	Bill	FALL 2025 BOOKPLATE	2,149.00

MIDWEST TAPE

08/04/2025	Bill Payment (Check)		-216.43
07/23/2025	Bill	BLU-RAY	27.43
07/23/2025	Bill	AUDIOBOOK CDS	93.96
07/23/2025	Bill	BLU-RAY	63.86
07/23/2025	Bill	DVD	31.18
08/15/2025	Bill Payment (Check)		-54.11
08/07/2025	Bill	DVD	31.18
08/07/2025	Bill	DVD	22.93
08/29/2025	Bill Payment (Check)		-364.15
08/22/2025	Bill	DVDS	86.04
08/13/2025	Bill	AUDIOBOOK CDS	108.96
08/13/2025	Bill	DVD	34.18
08/22/2025	Bill	AUDIOBOOK CD	55.98

08/22/2025	Bill	BLU-RAYS/DVDS	78.99
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NICOR GAS

	Bill Payment		
08/04/2025	(Check)		-465.30
07/18/2025	Bill	GAS BILL 6-19 to 7-18	465.30
	Bill Payment		
08/29/2025	(Check)		-189.35
08/29/2025	Bill	Gas bill: 7.18.25-8.18.25	189.35

OAK LAWN PUBLIC LIBRARY

	Bill Payment		
08/29/2025	(Check)		-75.00
08/29/2025	Bill	Library admin seminar	75.00

OAK PARK TOWNSHIP YOUTH SERVICES

	Bill Payment		
08/04/2025	(Check)		-1,283.50
07/17/2025	Bill	Q4/APRIL-JUNE 2025	1,283.50

OUTSOURCE SOLUTIONS GROUP, INC.

	Bill Payment		
08/15/2025	(Check)		-1,661.07
		CAPITAL** MATERIALS SERVICE	
		MANAGER MONITOR	
08/08/2025	Bill	REPLACEMENT	169.50
		MATERIAL SERVICES	
		MANAGER/REPLACEMENT	
07/31/2025	Bill	COMPUTER	1,491.57
	Bill Payment		
08/29/2025	(Check)		-18.35
08/25/2025	Bill	JAMF ipad security	18.35
	Bill Payment		
08/29/2025	(Check)		-2,780.24
08/25/2025	Bill	1 of 2 bills for capital tech hours	2,780.24

OverDrive

08/04/2025	Bill Payment (Check)		-875.71
07/29/2025	Bill	1 EBOOK	27.50
07/29/2025	Bill	15 EBOOKS, 12 AUDIOBOOKS	848.21
08/15/2025	Bill Payment (Check)		-580.28
08/01/2025	Bill	4 AUDIOBOOKS	303.30
08/05/2025	Bill	4 EBOOKS, 2 AUDIOBOOKS	276.98
08/29/2025	Bill Payment (Check)		-312.05
08/22/2025	Bill	2 ebooks, 1 audiobook	165.49
08/22/2025	Bill	4 ebooks	146.56

PeopleFacts

08/15/2025	Bill Payment (Check)		-262.93
07/31/2025	Bill	3 BACKGROUND CHECKS	262.93

PHIL ANGOTTI

08/15/2025	Bill Payment (Check)		-900.00
08/14/2025	Bill	PHIL AGNOTTI & FRIENDS PLAY THE BEATLES/8/21/25	900.00

PROFESSIONAL IMAGE

08/15/2025	Bill Payment (Check)		-30.95
07/31/2025	Bill	STAFF NAME TAGS	30.95

Rhonda Fentry

08/15/2025	Bill Payment (Check)		-60.00
07/31/2025	Bill	YOGA PRESENTER FEE/AUGUST 23	60.00
08/29/2025	Bill Payment (Check)		-60.00
08/22/2025	Bill	Presenter fee- Chair Yoga	60.00

RM Services

08/19/2025	Bill Payment (Check)		-482.50
08/19/2025	Bill	Bottle filling station repair	482.50

**S&D PRIME
MAINTENANCE,INC**

08/05/2025	Bill Payment (Check)		-2,505.00
08/05/2025	Bill	50% deposit to replace roof hatch ladder	1,127.50
08/05/2025	Bill	50% deposit to repair public computer wall and counter	1,377.50
08/15/2025	Bill Payment (Check)		-1,846.63
08/01/2025	Bill	JULY 2025 MAINTENANCE	860.00
06/30/2025	Bill	JUNE 2025 MAINTENANCE SERVICE	986.63

Shannon Gruber

08/29/2025	Bill Payment (Check)		-35.42
08/18/2025	Bill	SUPPLIES/CRAFT & CHAT	8.76
08/13/2025	Bill	SNACKS/NEW ASSOCIATE & FAREWELL	26.66

**Smithereen Pest
Management**

08/15/2025	Bill Payment (Check)		-60.00
08/01/2025	Bill	MONTHLY PEST CONTROL	60.00

**United States Postal
Service**

08/15/2025	Bill Payment (Check)		-105.00
08/15/2025	Bill	Funds for permit #119	105.00

**VILLAGE OF RIVER
FOREST**

08/04/2025	Bill Payment (Check)		-7,074.60
08/04/2025	Bill	July 2025 IMRF	7,074.60
08/15/2025	Bill Payment (Check)		-307.70
08/01/2025	Bill	MAY-JUNE 2025/WATER BILL	307.70

William Hazelgrove

		Bill Payment	
08/29/2025	(Check)		-325.00
08/22/2025	Bill	Presenter fee- Writing Gatsby	325.00

Thursday, Sep 11, 2025 04:50:50 PM GMT-7

August 2025 Byline Credit Card Ending Balance: \$706.43

Date	Payee	Memo	Charge	Payment	Type	Account
		VENDOR CREDIT #920				
		\$0.01				
08/28/2025	META	FACEBOOK EVENT				
		ADS	11.85		Expense	Marketing:Advertisement
		HALLOWEEN				
08/28/2025	MICHAELS	MINIS/OCTOBER				Teen Expenses:Programs-
		TAKE & MAKE	30.44		Expense	Teen
		TABLE				
08/28/2025	Dollar Tree	CLOTHS/TWILIGHT				Teen Expenses:Programs-
		PARTY	5.54		Expense	Teen
		MONTHLY				
08/23/2025	Stamps.com	STAMPS.COM FEE	19.99		Expense	Support Services:Postage
08/19/2025	Target	MISC. SUPPLIES FOR				Teen Expenses:Programs-
		CHALK REMOVAL	10.59		Expense	Teen
						Special
08/19/2025	Target	SNACKS/WELCOME				Programs:Connections
		BACK	43.71		Expense	Programs
	VILLAGE OF	CAPITAL				Capital Expense:Capital
	RIVER	EXPENSE**PERMIT				Room Renovation Phase
08/19/2025	FOREST	#26-0271	519.32		Expense	Two:General Expenses
						Adult
08/18/2025	WALL STREET	WSJ MONTHLY				Expenses:Periodicals -
	JOURNAL	CHARGE	64.99		Expense	Adult
						Support
	SIBER	ROBOFORM				Services:Automation -
08/12/2025	SYSTEMS INC.	PASSWORD				Administration (SWAN,
		MANAGER	19.10		Expense	website, etc)
		GOODBYE				Personnel:Staff
08/07/2025	Target	TREATS/MIKE	18.46		Expense	Recognition (InService)
	ELAN					
	FINANCIAL					
08/06/2025	SERVICES	Credit Card payment		3,715.10	Expense	BYLINE Operations
8/5/2025	DANDELION					Adult Expenses:Programs
	BOOKSHOP	GIFT CARD	50.00		Expense	- Adult
08/04/2025	VAL'S HALLA	SRP PRIZE	25.00		Expense	Teen Expenses:Programs-
						Teen
08/04/2025	THREADLESS	SWAG STORE GIFT				Adult Expenses:Programs
		CARD	25.00		Expense	- Adult

08/04/2025	MICHAELS	DOOR DECOR & FELT SUPPLIES FOR MAKERS	47.39	Expense	Teen Expenses:Programs- Teen/Special Programs:Connections Programs Adult
08/03/2025	FINANCIAL TIMES	SUBSCRIPTION/FINA NCIAL TIMES	305.00	Expense	Expenses:Periodicals - Adult
08/02/2025	CONVERSE	GIFT CARD FOR PRIZE WINNER	125.00	Expense	Teen Expenses:Programs- Teen
08/01/2025	AMAZON	PRIME VIDEO RENTAL	5.99	Expense	Adult Expenses:Programs - Adult
08/01/2025	MobileBeacon	HOTSPOTS SERVICE RENEWAL	1,080.00	Expense	Online e-Content:Other Online eContent
08/01/2025	PANERA BREAD	COFFEE MONDAY ORDER	35.02	Expense	Adult Expenses:Programs - Adult

River Forest Public Library

Fund Balances

As of August 31, 2025

Prepared 9.11.25

8/31/2025

CHECKING/SAVINGS - OPERATIONS FUND

Operations Current

Interest Rate

ICS Operations	0.50%	296,669.59
Byline Operations	0.40%	49,089.57
CIBC Operations	0.00%	103,931.75
Petty Cash		40.00

TOTAL OPERATIONS CHECKING/SAVINGS

449,730.91

Maturity Date

CDARS Reserves

Interest Rate

9/25/2025	OP CD 6 MONTHS- CIBC	3.75%	103,965.72
10/16/2025	OP CD 3 MONTHS- CIBC	3.25%	106,377.77
11/28/2025	OP CD 1 YEAR- CIBC	3.50%	56,305.96

TOTAL CDARS Reserves Operations

266,649.45

TOTAL OPERATIONS FUND

716,380.36

CHECKING/SAVINGS - CAPITAL ACCOUNT

Interest Rate

ICS Capital	0.50%	154,199.18
Byline Capital	0.40%	4,570.97

TOTAL CAPITAL CHECKING/SAVINGS

158,770.15

Maturity Date

CDARS Reserves

Interest Rate

9/25/2025	CAP CD 3 MONTHS- CIBC	3.25%	252,033.82
9/25/2025	CAP CD 3 MONTHS- CIBC	3.25%	232,898.48
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
10/16/2025	CAP CD 3 MONTHS- CIBC	3.25%	52,633.37
11/28/2025	CAP CD 3 MONTHS- CIBC	3.25%	264,254.17

TOTAL CDARS Reserves Capital

906,263.16

TOTAL CAPITAL FUND

1,065,033.31

TOTAL OPERATIONS/CAPITAL FUNDS

1,781,413.67



River Forest Public Library -Capital Reserve Fund

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

Aug-25

Capital Reserve Account Balances

ICS Capital Reserve		\$	154,199.18 *
Byline Capital Checking		\$	4,570.97
Total Capital Reserve Checking / Savings		\$	158,770.15
Total Capital CDARS Reserve		\$	906,263.16
Total Capital Reserve Fund		\$	1,065,033.31

Revenues

Matured CDARS	8/18/2025	\$	52,897.47
---------------	-----------	----	-----------

Expenses

Outsource Solutions Group- replacement computer	8/20/2025	\$	1,661.07
Engberg Anderson- schematic / construction documents / bidding	8/22/2025	\$	3,770.00

Transfers

Income

Interest- Checking / ICS	8/31/2025	\$	54.45
Interest- CDARS	8/31/2025	\$	5,874.91

Prepared: 9.11.25

*Includes \$50,000 Live and Learn Grant

IV. Staff and Trustee Development

The purpose of this policy is to provide RFPL employees and Trustees with development opportunities that increase their knowledge, skills, and abilities to enhance their contributions to RFPL. RFPL and the communities it serves benefit from the collective skills of its employees and Trustees. RFPL maintains several programs that aim to promote a high level of staff development. These include as-needed one-on-one training and in-service days.

A. Workshops and Conferences

RFPL supports the efforts of staff and Trustees to participate in relevant development opportunities. All staff members are encouraged to attend continuing educational opportunities and workshops offered by organizations such as the American Library Association, Illinois Library Association, RAILS, and LACONI. Employees are encouraged to identify educational opportunities that align with departmental goals and RFPL initiatives. Managers are encouraged to assist in identifying opportunities for staff members' development.

RFPL may pay for staff to travel and attend library association and other development conferences. Staff must obtain prior approval from the Director before incurring travel-related expenses. Employees should submit requests to attend, together with anticipated expenses, to the Director in accordance with RFPL's Travel Expenses policy (Section I. Oversight, II. Fiscal Accountability, F. Travel Expenses).

B. Memberships

RFPL will pay 50% of the personal membership dues to the American Library Association or Public Library Association for the Director and staff members who so request. RFPL will pay 100% of the membership dues to the Illinois Library Association for the Director and Board President.

C. Tuition Assistance

RFPL may provide financial assistance towards tuition for full-time staff to take courses that are relevant to their work at RFPL. Application for assistance should be made to the Director prior to registration. To be eligible for assistance, an employee must hold a permanent position. Assistance will be paid upon submission of proof of satisfactory completion of the course. At the discretion of the Director, employees leaving the employ of RFPL for any reason within one year of receiving assistance may be required to repay the amount of the assistance to RFPL.

Updated September 2025

IV. Staff and Trustee Development

The purpose of this policy is to provide RFPL employees and Trustees with development opportunities that increase their knowledge, skills, and abilities to enhance their contributions to RFPL. RFPL and the communities it serves benefit from the collective skills of its employees and Trustees. RFPL maintains several programs that aim to promote a high level of staff development. These include as-needed one-on-one training and in-service days.

A. Workshops and Conferences

RFPL supports the efforts of staff and Trustees to participate in relevant development opportunities. All staff members are encouraged to attend continuing educational opportunities and workshops offered by organizations such as the American Library Association, Illinois State Library Association, RAILS, and LACONI. Employees are encouraged to identify educational opportunities that align with departmental goals and RFPL initiatives. Managers are encouraged to assist in identifying opportunities for staff members' development.

RFPL may pay for staff to travel and attend library association and other development conferences. Staff must obtain prior approval from the Director before incurring travel-related expenses. Employees should submit requests to attend, together with anticipated expenses, to the Director in accordance with RFPL's Travel Expenses policy (Section I. Oversight, II. Fiscal Accountability, F. Travel Expenses).

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Updated March 2023September 2025

V. Expense Reimbursement

A. Necessary Expenditures

In accordance with the Illinois Wage Payment and Collection Act (820 ILCS 115/9.5)(“IWPCA”) and the provisions of the RFPL Employee Handbook, RFPL will reimburse staff for all Necessary Expenditures, as defined in the IWPCA, that are directly related to services performed for RFPL within the scope of employment, including materials and supply purchases made by personal payment method. Purchases in excess of \$300 made by personal payment and expenses not included in this policy manual should be approved in writing by the Director prior to being incurred, or reimbursement may be denied.

B. Personal Devices

RFPL recognizes that certain designated employees may be required to use personal devices for work-related reasons. To that end, RFPL will provide said employees with a monthly stipend to compensate them for the costs of such use. The Board will establish a list of designated employees and stipend rates.

Updated September 2025

V. Expense Reimbursement

~~A.~~ **Necessary** ~~Expenses~~Expenditures

In accordance with the Illinois Wage Payment and Collection Act (820 ILCS 115/9.5), ~~(“IWPCA”)~~ and the provisions of the RFPL Employee Handbook, RFPL will reimburse staff for all ~~necessary expenses~~Necessary Expenditures, as defined in the IWPCA, that are directly related to services performed for RFPL within the scope of employment. ~~Materials, including materials~~ and supply purchases made by personal payment method ~~will be reimbursed in accordance with the procedures in the Employee Handbook~~. Purchases in excess of \$300 made by personal payment and expenses not included in this policy manual should be approved in writing by the Director prior to being incurred, or reimbursement may be denied.

~~B.~~ **Personal Devices**

RFPL recognizes that certain designated employees may be required to use personal devices for work-related reasons. To that end, RFPL will provide said employees with a ~~quarterly~~monthly stipend to compensate them for the costs of such use. The Board will establish a list of designated employees and stipend rates.

Updated ~~March 2023~~

September 2025

VI. Accidents and First Aid

Employees will be trained using RFPL's "How to Respond in an Emergency" plan. If an accident or injury occurs on RFPL property and medical attention is required, an RFPL employee will call 911. A basic first aid kit is available in each department and in the staff break room. While normal RFPL operations are not likely to involve circumstances exposing employees or patrons to blood borne pathogens and other infectious materials ("Infectious Materials"), RFPL complies with Illinois Department of Labor regulations and therefore with the federal Occupational Safety and Health Administration regulations relating to occupational exposures to Infectious Materials, in accordance with RFPL's Infectious Materials policy (Section IV. Staff, XI. Infectious Materials). RFPL employees will use reasonable efforts to prepare an Incident Report with the assistance of the party injured.

Updated September 2025

VI. Accidents and First Aid

Employees will be trained using RFPL's "How to Respond in an Emergency" plan. If an accident or injury occurs on RFPL property and medical attention is required, ~~aan~~ RFPL employee will call 911. A basic first aid kit is available ~~at~~ in each department and in the Circulation-Deskstaff break room. While normal RFPL operations are not likely to involve circumstances exposing employees or patrons to blood borne pathogens and other infectious materials ("Infectious Materials"), RFPL complies with Illinois Department of Labor ~~("IDL")~~ regulations and therefore with the federal Occupational Safety and Health Administration ~~("OSHA")~~ regulations relating to occupational exposures to ~~infectious materials~~ Infectious Materials, in accordance with RFPL's Infectious Materials policy (Section IV. Staff, XI. Infectious Materials). RFPL employees will use reasonable efforts to prepare an Incident Report with the assistance of the party injured.

*Updated ~~March 2023~~
September 2025*

Strategic Directions

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

The **renovation project** to finish the Community Room, renovate the Children's staff space and add a bathroom made significant headway this summer. After the vote to accept Midwest Services and Development's contractor bid and Henricksen & Company's furniture proposal, work began to sign contracts, obtain insurance and bonds, and coordinate submittals for project materials. The pre-construction meeting is scheduled for September 16, where we will discuss logistics and timeline.



Spaces



Community

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

Children's hosted a booth at the popular **Thursday Night Out** in downtown Oak Park to help bring visibility to the Library and promote our programs and events. Despite ending early due to a major storm, we had 120 people visit our table to learn more about the Library.

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

Summer Reading wrapped up on August 1st. 775 people registered, which is a 24% increase over last year. Participants earned 3,888 badges, a 12% increase over last year. We hope to continue this upward trend for next year's summer reading program.



*Events, Services
& Collections*

2025 Summer Reading Statistics

Adults: 117 registrants, 602 badges earned, 487 books logged

Middle School/Teen: 197 registrants, 791 badges earned, 172,549 minutes logged, 56 finished program

Children: 461 registrants, 2495 badges earned, 165 finished program

We experimented with short age-specific surveys this year and received 38 responses (13 Children's, 15 Teen and 10 Adult). While not a large sample, there were some insights we're considering, such as extending the program to coincide with the start of the school year and mixing up the adult program prizes. We will brainstorm ways to get more survey responses next year.

Children's received a phone call from a parent about her daughter, who received a **letter in the mail from Children's mascot S'more** the dog. Kids can write letters to S'more, and if they leave their address, S'more will write back. Her daughter was very excited to receive her first official piece of mail and even more excited that S'more had written her back. Her mom explained that this **program meant a great deal to her daughter and thanked Children's** for taking the time to make kid patrons feel so special.



The **Summer Concert series** concluded with two excellent artists. On July 24th we welcomed Le Travaillant, a zydeco band playing the Cajun sounds of the French-speaking Louisiana. Due to weather, the concert was moved to the 2nd floor and we had 35 patrons attend. The finale on August 21st was held in the garden because the weather finally cooperated! Phil Angotti & Friends played Beatles covers for a crowd of 100 patrons.

Goal: Connect people to resources to thrive in a digital world.

The Library was an early adopter of SWAN's new software **Patron Point, which is an easy way for patrons to get an all-access digital library card on our website.** The software checks the system for duplicate cards and verifies residency in the Library's service area. The old software required staff intervention to verify and approve a digital library card, and the card was not all-access until the patron presented their ID at the Library.



Resources

Goal: Ensure stable funding.

Thank you to the **RFPL Foundation** for committing another \$150,000 grant to the Community Room renovation project. The Foundation has been instrumental in making this project possible, giving \$100,000 to relocate the air handler outside, then \$300,000 for the second phase to complete the project. The Foundation's support keeps the Library's Capital Fund in a healthy place for other building projects and upgrades.

Key Performance Indicators

Category	June 2025	July 2025	August 2025
Physical item circulation - initial checkouts	13,706	14,411	13,041
Digital item circulation	5,791	6,230	6,171
Total Circulation	19,497	20,641	19,212
Programs for Adults	9 programs 164 attendees	7 programs 200 attendees	9 programs 221 attendees
Programs Middle School aged children	12 programs 293 attendees	8 programs 206 attendees	4 programs 64 attendees
Programs for Children	21 programs 1277 attendees	27 programs 1416 attendees	17 programs 1030 attendees
Library-Wide Programs	2 programs* 893 attendees	0 programs 0 attendees	0 programs 0 attendees
Total Programs	43 programs 2,537 attendees	42 programs 1,822 attendees	30 programs 1,315 attendees
Children's Play Area Visits	2666	2481	2152
New cardholders added	54	52	56
Total cardholders	6,460	6,497	6,493
Website sessions	8,545	7,771	7,894
Patron visits	14,168	8,776	9,046
Instagram Followers	1,610	1,633	1,634
Facebook Followers	1,435	1,450	1,450

* Summer Reading Kickoff Party (803) and Juneteenth Flag Raising (90)

Staff Updates

- Materials Services welcomed Trinity Robin as an Associate this summer. Trinity is a college student with excellent customer service and volunteer experience, and she has been a delightful addition to the department.
- Children's Associate and mini-patron favorite, Jenn Meadows, agreed to increase her hours, which allows more time to plan and present her amazing programs! Children's also hired Associate Brigit Goudie, who has years of experience in Children's programming and the art world. Jenn and Brigit are replacing Children's Associates LucyRose Till Campbell and Mike Monahan, who found full-time positions at other libraries.
- Adult & Teen Services hired Cay Clay as a new part-time ATS Associate and her first day was August 26th. ATS has one PT associate job opening to fill a vacancy left by Koko Stubitsch, who left to pursue other opportunities. We are currently interviewing for that position and hope to fill it by the end of September.

Financial Highlights

- Nine CDARS matured this July and August, and we rolled 2 Capital and 1 Operating into new CDARS. The others were liquidated, which added \$979 in interest to the Capital fund and \$8,174 in interest to the Operating fund.
- Cook County's transition to a new IT system is delaying the delivery of 2nd installment tax bills and their payments. The Library has 3 months of reserve in the liquid operating fund, and another \$104,000 operating CDARS is maturing this September.
- Expenses were higher than typical this July because of the \$18,500 paid to Terracon for the property condition report (which will be offset by Foundation grant money), we made our first annual audit payment, and we made our annual payment for our EBSCO database package. We are still on track to remain within budget this fiscal year.

Facility Highlights

- The public computer counters in Adult Services were re-mounted with proper backing, and four public computers are available for adults.
- Terracon supplied our final property condition report. The next step is to discuss the report and capital planning at Facilities Committee.



Thank you to artist Michael Ratulowski for donating a stunning stained-glass book-themed lamp to the Library. Michael and his wife love visiting the Library and felt it would be the perfect home for this piece. We are so grateful for this beautiful donation, which is on display by the fireplace on the second floor.

Committee Updates

There were no committee meetings this July or August.

Respectfully submitted,

Emily Compton
September 10, 2025

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: September 11, 2025

RE: Capital Proposals

There are three Capital expense proposals in your packet –

1. Outsource Solutions Group's proposal to replace 5 computers for \$6,519.97. These are planned replacements of the Materials Services, Adult Services, and Children's Services desk computers, the Materials Services workroom computer, and the Tech Services staff computer.
2. A proposal to purchase a Square Register Kit for \$1,189. The kit would allow us to retire the cash register and credit card reader, which will offer a more modern experience and lower fees for the Library. There are no setup fees nor annual fee, and Square charges 2.6% + 15 cents per transaction. Our current company charges \$562 in fees annually and .5 to .65% + 25 cents per transaction.
3. Proposals from VitalSigns to replace the Library's sign in front of the garden. The Library's wooden sign has become unstable and S&D Prime Maintenance has reinforced it for safety. This is an opportunity to update our look with a fresh sign.

There are two options (proofs included in your packet): a post and panel sign for \$5,661.07, and a monument sign for \$12,755.38. I subtracted the permit procurement fee from each proposal because I can get the permits at no cost. The monument sign would match nicely with Roosevelt School's monument sign, though the more economical post and panel sign is also an attractive option with our updating branding. Proposals include removal of the existing sign and installation of the new.

S&D Prime Maintenance's fee to remove the sign, if we don't replace it, is \$990.

The computers and register kit would come out of the Capital Technology budget line-

FY2025-26 Capital Technology Budget	\$15,000	<i>Balance</i>
Expended to date (Material's Manager computer plus 1 of 2 bills for Capital tech hours)	\$4,441.31	\$10,558.69
Anticipated expenses (2 of 2 bills for Capital tech hours)	\$2,780.24	\$7,778.45
OSG's proposal for 5 computers	\$6,519.97	\$1,258.48
Square register kit proposal	\$1,189.00	\$69.48

The sign would come out of the Capital Contingency budget, which is \$15,000. Nothing has been expended from this line this fiscal year.

I look forward to discussing these proposals at our meeting.



We have prepared a quote for you

Replacement All in Ones



Quote # 005379
Version 1

Prepared for:

River Forest Public Library

Emily Compton
emily.compton@riverforestlibrary.org

Hardware

Description	Price	Qty	Ext. Price
Replacement All in Ones for CIRCDESK-02, CIRC-STAFF-02, REFERENCE-01, TECH-SERVICES and YS-DESK-01			
Estimated Lead Time: 8 weeks			
Lenovo ThinkCentre neo 50a 24 Gen 5 All-in-One Computer - Intel Core i7 13th Gen i7-13620H - 16 GB - 512 GB SSD - 23.8" Full HD - Desktop - Luna Gray - Intel Chip - 1920 x 1080 - Windows 11 Pro - Intel UHD Graphics DDR5 SDRAM - English Keyboard 	\$1,143.57	5	\$5,717.85
Lenovo Premier Support - Upgrade - 3 Year - Service - 24 x 7 x Next Business Day - On-site - Maintenance - Parts & Labor - Physical 	\$146.65	5	\$733.25
Shipping and Handling	\$68.87	1	\$68.87
Subtotal:			\$6,519.97

Labor

Description	Qty
Installation hours will be estimated in a separate Statement of Work (SOW) and are not included in this quote total	

Replacement All in Ones

Prepared by:

Headquarters

Bryan Jones
630-923-0743
bjones@osgusa.com

Prepared for:

River Forest Public Library

735 Lathrop Avenue
River Forest, IL 60305
Emily Compton
(708) 366-5205
emily.compton@riverforestlibrary.org

Quote Information:

Quote #: 005379

Version: 1
Delivery Date: 08/05/2025

Quote Summary

Description	Amount
Hardware	\$6,519.97
Total:	
	\$6,519.97

THIS IS NOT AN INVOICE. PLEASE PAY FROM AN INVOICE ONLY.

Actual cost of item at time of purchase may be higher or lower. If the actual cost increases by more than 10%, OSG will contact you with the updated purchase amount prior to executing the order.

All credit card payments will be automatically charged a 3% processing fee. OSG will make an effort to honor the prices quoted for as long as possible, but be advised that our suppliers change prices daily and as a result our price may change at any time. All installation times are estimates. Clients will be billed the actual time incurred. Tax & Freight to be applied when applicable. Work scheduled M-F, 8a-5p (Unless Otherwise Noted).

Return Policy: Defective Product Returns: Customer may return most defective products directly to Outsource Solutions Group, Inc. within (15) days of invoice date and or receipt of product. OSG's option, credit, replacement exchange and or repair. After fifteen (15) days, only the manufacturer warranty applies. Non- Defective Product Returns: Customer may return most unopened, factory sealed non-defective products to OSG within fifteen (15) days of invoice. Customer is responsible for all shipping charges of the returned product. Restocking fees may apply. Special orders and restricted products: Special order products and Manufacturer restricted products may be non -returnable or may have unique return restrictions provided at the time of sale. All returnable products must be returned complete, including all original boxes, packing materials, manuals, blank warranty cards and any other accessories that were provided by the manufacturer. Open box products are returnable on a case by case basis subjected to the manufacturers return policies and restocking fees may apply. Customer is strongly advised to purchase full insurance to cover loss and damage for shipments of returned items and to use a carrier and shipping method that provide proof of delivery. OSG is not responsible for loss during such shipment. If a package containing items purchased from OSG arrives at customer's address damaged, customer should refuse to accept delivery from carrier.

Headquarters

Signature: Bryan Jones

Name: Bryan Jones

Title: Sales Representative

Date: 08/05/2025

River Forest Public Library

Signature: _____

Name: _____

Date: _____



Handheld



Terminal



Register



Stand



Kiosk



Reader
for contactless and



In stock · Free standard shipping available

Square Register Kit

\$1,189.00 or \$58.00/mo with financing¹ [i](#)

Includes Square Register, cash drawer, and receipt printer. Add on Square Handheld for tableside ordering and payments.

Would you like to add an extended 6.5-foot customer display cable? A 3-foot display cable comes standard.

[Contact sales](#)

Extended display cable.

Yes, add Extended 6.5' customer display cable for Square Register +\$12.00

Would you like to add Square Handheld?

No, I don't need Square Handheld

Yes, add Square Handheld +\$399.00

— 1 +

Add to cart • \$1,189.00



Order today, delivers to you

1-2 business days — calculated at checkout

3-4 business days — Free

A complete point-of-sale kit designed for Square Register. For servers on the go, you can add optional Square Handheld — a portable POS for fast ordering and payments.

With no extra tablets required, Square Register is built from the ground up and powered by our internationally trusted software. Using the second, detachable customer-facing display, ring up sales quickly and accept **all major chip cards and contactless payments with simple, clear transaction fees.**

Sell confidently with a limited two-year warranty and 24/7 customer support. [Click here for more information](#) about Register, including compatibility with POS apps and accessories.

You can also purchase an **optional 6.5-foot customer display cable** to easily set up checkouts with extended countertops, order windows, or protective barriers. Sold and shipped separately. A 3-foot display cable comes standard.

[Contact sales](#)



Star Micronics STAR TSP143IV UE receipt printer from TSP100IV Series

16 in. Printer-driven Cash Drawer

Available extras, sold separately:

Square Handheld

Extended 6.5' customer display cable for Square Register

80 mm Thermal Receipt Printer Paper (24 rolls)

Compatibility



Powered by Square point of sale apps. Third-party apps (e.g., a non-Square POS) are not supported.

Square Register and optional Square Handheld included with this kit supports the following payment types:

EMV chip cards

NFC contactless cards

Apple Pay

Google Pay

Samsung Pay

Magnetic-stripe cards (with Square Reader for magstripe, sold separately)

Supported Software



Square point-of-sale software included.

Square for Retail is supported. [Learn more>](#)

Square Appointments is supported. [Learn more>](#)

Square for Restaurants is supported. [Learn more>](#)

Powered by an Android operating system.

[Contact sales](#)

...n-Square POS) are not currently

Power modes



Square Register must be plugged into a power source at all times.

Help



¹All credit sale plans are issued by Block, Inc. Not available to merchants in AL, DE, MS, MO, NH, and TN. Merchants must be signed in and qualify for financing in order to purchase through monthly installments. Purchase amounts must be from \$49 to \$10,000. APR is 15%. Available plan lengths vary from 3, 6, 12, and/or 24 months installments depending on purchase amount. Sales tax, where applicable, will be due at checkout. All plans subject to credit approval and other factors.

United States (English)

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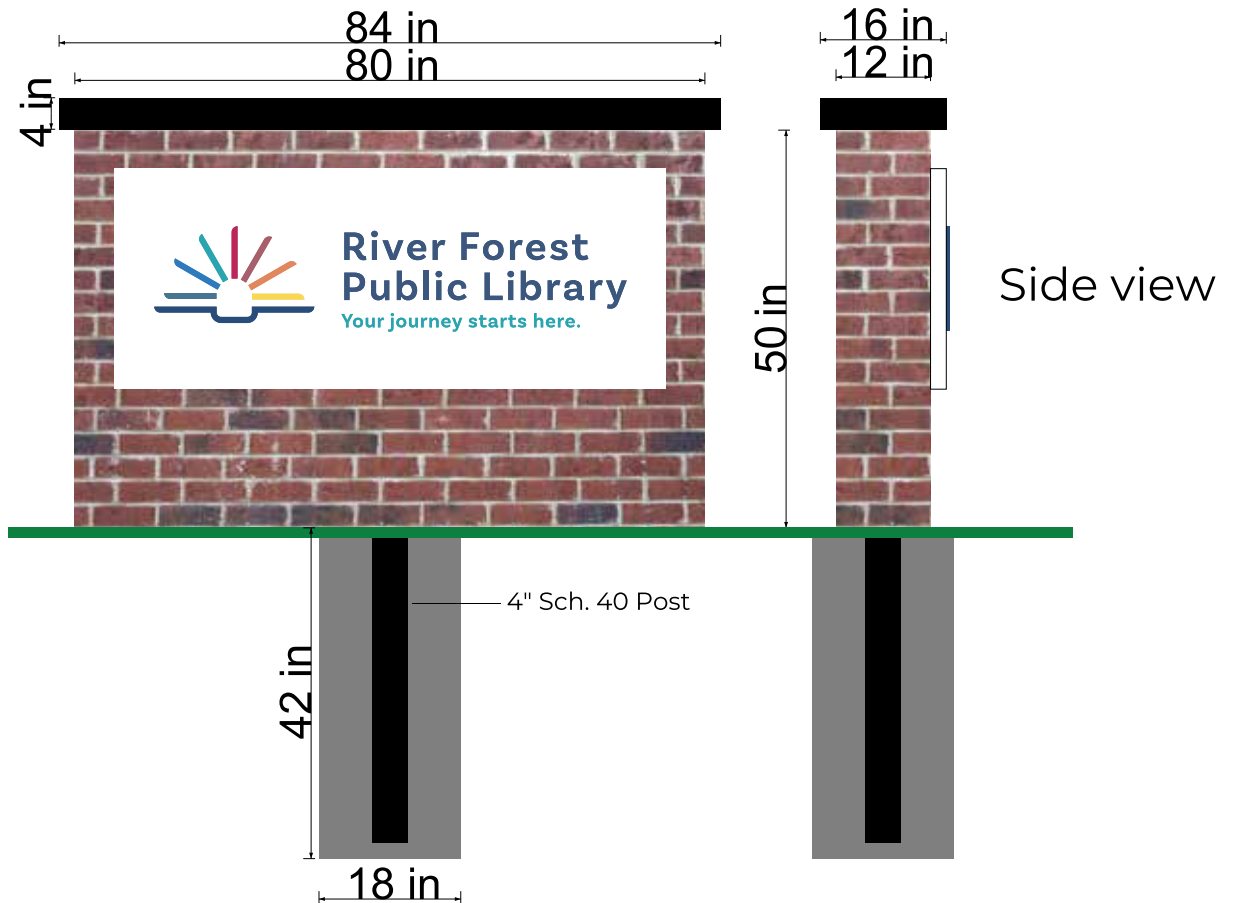


(1x) Single Face Monument Sign

Overall Dimension:

84"W x 54"H x 16"D

- Faux Brick Construction
- Pan Face Aluminum Panels with 1/2" Acrylic FCO Graphics
- 18"x42" 3500PSI Concrete Pier Foundation
- Aluminum cap



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

Vitalsigns
USA
BUSINESS SIGNS & BRANDING

791 INDUSTRIAL DR. ELMHURST, IL 60126
PH: 630-832-9600 FAX: 630-832-9669
www.vitalsignsusa.com

CLIENT: River Forest Public Library
JOB #:
LOCATION: 735 Lathrop Avenue
River Forest, IL 60305
DATE: 8/29/25
DESIGNER: Drew Lipinski

☐ Approved as is ☐ Approved with changes noted
☐ Not Approved - Revise & Resubmit

Date: _____ Signed: _____

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Proposal

2025-09-03

Prepared by Drew Lipinski

Prepared for River Forest Public Library
735 Lathrop Avenue, River
Forest, IL, USA

Job Location: 735 Lathrop Avenue, River Forest, IL 60305, USA

	PRICE	QTY	SUBTOTAL	TAX
PERMIT PROCUREMENT				
+ permit fees	\$350.00	1	\$350.00	\$0.00
FABRICATION				
(1x) Single Face Monument Sign	\$8,550.00	1	\$9,255.38	\$705.38
Overall Dimension: 84"W x 54"H x 16"D - Faux Brick Construction - Pan Face Aluminum Panels with 1/2" Acrylic FCO Graphics - 18"x42" 3500PSI Concrete Pier Foundation - Aluminum cap				
FOUNDATION	\$2,000.00	1	\$2,000.00	\$0.00
INSTALL	\$1,500.00	1	\$1,500.00	\$0.00
			Tax	\$705.38
			Total	\$13,105.38



791 INDUSTRIAL DR. ELMHURST, IL 60126
PH: 630-832-9600 FAX: 630-832-9669
www.vitalsignsusa.com

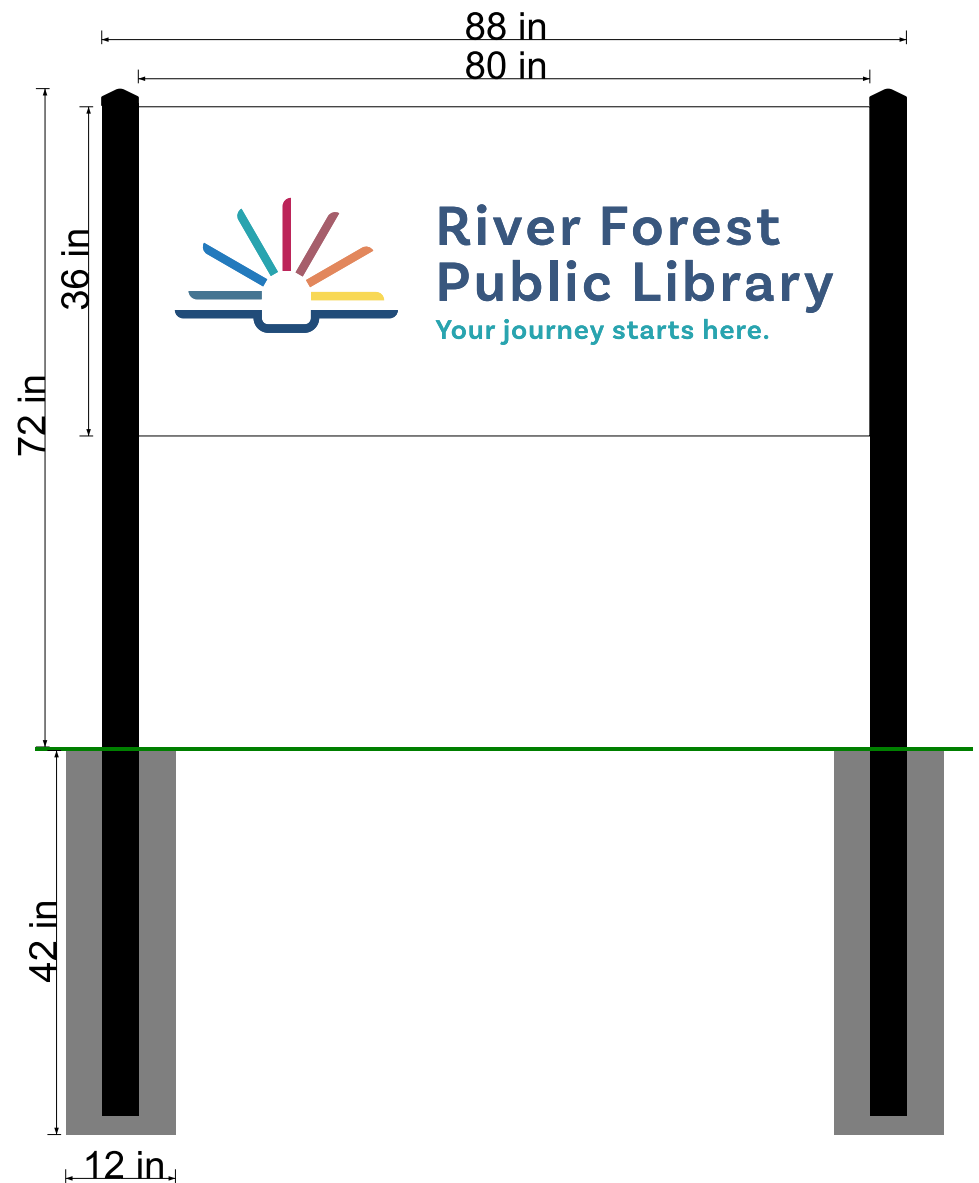
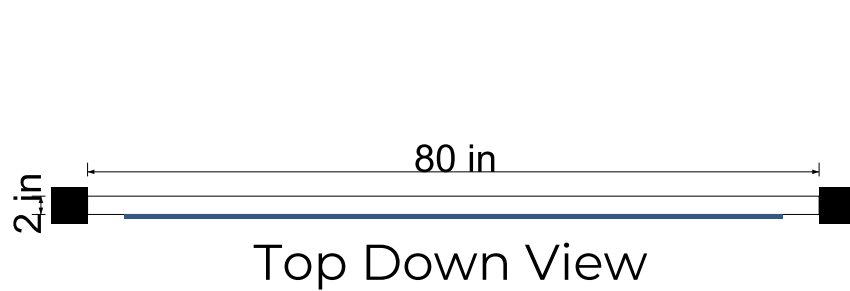
River Forest Public Library

TERMS & CONDITIONS

Please send us a 50% deposit to begin fabrication.

Please make all checks payable to: Vital Signs - USA. Pricing is valid for 14 days upon receipt of contract. By signing, Customer accepts Vital Signs - USA's proposal for the Job and agrees to all of the terms of the purchase contract. Customer confirms that they possess the rights to use the plans and specifications delivered to Vital Signs - USA and agrees to indemnify and hold Vital Signs - USA harmless from any claims or causes of action based on Vital Signs - USA's use of the plans and specifications.

Final pricing subject to survey. Permit fees to be added to final invoice at cost. Drawings not to scale. Permit is required in hand before beginning installation. All credit card charges are subject to a 3.5% processing fee. If signage take down is required, sign is to be scrapped unless noted otherwise by customer.



(1x) Single Face Post & Panel Sign

Overall Dimensions:

88"W x 72"H

- 80" x 36" (1/8") Aluminum Face
- 1/2" Acrylic FCO Graphics
- 4" x 4" Square Aluminum Posts w/ Decorative Caps
- Direct Buried into Ground (3500psi Concrete Fill)

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

Vitalsigns
USA
BUSINESS SIGNS & BRANDING

791 INDUSTRIAL DR. ELMHURST, IL 60126
PH: 630-832-9600 FAX: 630-832-9669
www.vitalsignsusa.com

CLIENT: River Forest Public Library
JOB #:
LOCATION: 735 Lathrop Avenue
River Forest, IL 60305
DATE: 8/29/25
DESIGNER: Drew Lipinski

☐ **Approved as is** ☐ **Approved with changes noted**
☐ **Not Approved - Revise & Resubmit**

Date: _____ **Signed:** _____

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Proposal

2025-09-03

Prepared by Drew Lipinski

Prepared for

River Forest Public Library
735 Lathrop Avenue,
River Forest, IL 60305

Job Location: 735 Lathrop Avenue, River Forest, IL 60305, USA

	PRICE	QTY	SUBTOTAL	TAX
PERMIT PROCUREMENT				
+ permit fees	\$350.00	1	\$350.00	\$0.00
FABRICATION				
(1x) Single Face Post & Panel Sign	\$3,613.00	1	\$3,911.07	\$298.07
- 80" x 36" (1/8") Aluminum Face				
- 1/2" Acrylic FCO Graphics				
- 4" x 4" Square Aluminum Posts w/ Decorative Caps				
- Direct Buried into Ground (3500psi Concrete Fill)				
INSTALL	\$1,750.00	1	\$1,750.00	\$0.00
			Tax	\$298.07
			Total	\$6,011.07

River Forest Public Library



791 INDUSTRIAL DR. ELMHURST, IL 60126
PH: 630-832-9600 FAX: 630-832-9669
www.vitalsignsusa.com

TERMS & CONDITIONS

Please send us a 50% deposit to begin fabrication.

Please make all checks payable to: Vital Signs - USA. Pricing is valid for 14 days upon receipt of contract. By signing, Customer accepts Vital Signs - USA's proposal for the Job and agrees to all of the terms of the purchase contract. Customer confirms that they possess the rights to use the plans and specifications delivered to Vital Signs - USA and agrees to indemnify and hold Vital Signs - USA harmless from any claims or causes of action based on Vital Signs - USA's use of the plans and specifications.

Final pricing subject to survey. Permit fees to be added to final invoice at cost. Drawings not to scale. Permit is required in hand before beginning installation. All credit card charges are subject to a 3.5% processing fee. If signage take down is required, sign is to be scrapped unless noted otherwise by customer.

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: September 11, 2025

RE: Strategic Plan Consultant Recommendation

The Library's 3-year strategic plan will expire on May 1, 2026. We worked with Fast Forward Libraries to do a completely new plan, mission and vision in 2022-23. It is common for libraries to do a smaller plan refresh between complete rehaults. The management team and I agree that the plan is still relevant today, though it is time to check in with the community so we can do a refresh. A refresh would involve data analysis and community research, a community survey, board and staff strategic planning meetings, and community focus groups. We feel it is important to have a consultant run focus groups and retreats to get the best results.

I met with consultants from Fast Forward Libraries, ReThinking Libraries, and Library Strategies, all recommended by other public libraries in Illinois. Each provided a proposal with a menu of services to aid our refresh. The management team and I felt ReThinking Libraries and Library Strategies' proposals had better pricing, the activities were more in line with a refresh plan, and felt more approachable.

A major difference between ReThinking Libraries and Library Strategies is their approach to board and staff sessions. Library Strategies has a traditional approach, facilitating one board strategizing session and separate staff sessions. ReThinking Libraries utilizes one strategic retreat, including board, staff, community leaders, and general community members together. Management team and I felt ReThinking Libraries' strategy is creative and forward thinking, and recommend their proposal. We also liked their focus on getting non-user feedback and proactive community engagement through outreach.

I have reached out to ReThinking Libraries references to have information to share at our meeting. I look forward to discussing your thoughts on how to move forward with strategic planning.



August 6, 2025

Ms. Emily Compton, Director
River Forest Public Library
735 Lathrop Avenue
River Forest IL 60305

Dear Ms. Compton

As requested, ICS is pleased to submit herein our proposal for services related to the proposed Interior Renovation of the River Forest Public Library.

This proposal is organized on a “Phase” basis and includes activities in conjunction with those provided by Engberg Anderson Architects. Services covered under this agreement are to be completed within 12 months; if extensions of the timeframe are required ICS shall be entitled to additional compensation. A budget for our services required in each phase is included herein.

River Forest Public Library Interior Renovations

Phase 1. Preconstruction and Planning

- Meet with team members to become familiar with Bid Documents
- Analysis Construction strategy
- Participate in planning for minimizing negative impact on Library’s operation.
- Develop “Game Plan” for the project.
- Review project budget.
- Assist in Regulatory Review

Phase 2. Construction

- Execute the “Game Plan” for the project.
- Assist in Procurement of local Building permit.
- Develop project schedule.
- Manage contractor.
- Visit the site regularly to review contractor progress.
- Review payments to contractor.
- Establish program for Library closing/restricted access.
- Report to Library Director and Trustees
- Maintain and present to Owner monthly project reports.

Phase 3. Post Construction

- Finalize Punch List
- Coordinate Owner training.
- Manage FF&E
- Coordination of moving services/contractor
- Review Close out documents.
- Project Closeout

ICS estimate for services is as follows:

Phase 1	\$4060	28 Hours
Phase 2	\$22620	156 Hours
Phase 3	\$3480	24 Hours

Our services will be invoiced at the rate of \$145 per hour and we agree not to exceed the amount shown above for performance of the services described without prior approval from the Library Board

Please advise if you have any questions about this proposal, we are very interested in helping the Library improve their facilities to better serve the public.

Respectfully yours,

Daniel Eallonardo
Independent Construction Services, Inc.