

**River Forest Public Library  
Finance Committee Meeting  
MINUTES**

**Thursday, May 6, 2021 – 8:30 am**

**Present:** Katie Bevan, Deborah Hill, and Tom Smedinghoff.  
RFPL Director Emily Compton-Dzak, Operations Manager, and Joanna Bertucci

**Call to Order:** Trustee Smedinghoff called the meeting to order at 8:40 am

**Minutes:** There were no changes to the March 4, 2021 minutes.

**New Business:**

**A. FY 21 yearend review**

Ms. Bertucci reviewed the year end FY21 budget. Overall, the Library received nearly 95% of anticipated reviews and expended approximately 88% of the total budget. The change in date for property tax receipts from March 1 to May 1 impacted the Library's anticipated tax receipts for FY21. With expenses coming in lower, due to the pandemic, the Library's financial position is not negatively impacted. An additional \$40,000 in tax receipts was deposited on May 3, bringing the anticipated tax revenue to 98%.

**B. FY 22 Capital Budget – air handler project**

Director Compton-Dzak shared a revised FY22 capital budget. After meeting with Andy Dogan (Williams Architects) and Sam Pasquale (Chicago Project Management) it was determined that the scope of work estimated by CPM has increased, commensurately increasing the consulting fees. This increase is due to the Park District's request that the air handler be housed in a masonry enclosure. Additionally, Mr. Dogan recommends that phase one include plumbing rough-ins for the accessible bathroom in the new space. Mr. Dogan's proposal for architectural services is estimated as follows:

- |                                |          |
|--------------------------------|----------|
| 1) Project Definition/Design   | \$4,200  |
| 2) Construction Documents      | \$12,600 |
| 3) Permitting                  | \$840    |
| 4) Bidding                     | \$1,960  |
| 5) Construction Administration | \$8,400  |

Director Compton-Dzak is waiting for a proposal from CPM and will compare the two in order to make a recommendation to the Board. In the meantime, \$20,000 has been added to the capital budget in anticipation of the increased fees. Once final costs are in place, the capital budget should be amended to reflect actual costs.

Trustee Bevan commented that going forward the Library should present funding requests for the project to the Foundation as opportunities to accelerate the next phase of the project, which the Foundation has demonstrated strong interest in supporting financially.

Director Compton-Dzak is awaiting confirmation from Lisa Scheiner regarding the Library's participation at VRF's May 10 meeting with regard to the DRB application. Ms. Scheiner has requested that DRB Chairman Martin expedite the DRB process as RFPL's project is very small in comparison to other projects brought before the DRB.

**Future Meetings:**

Thursday, September 9, 2021 at 8:30 am.

The meeting was adjourned at 9:24 am.