



River Forest Public Library
April 21, 2026
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. Closed session – 5ILCS 120/2c(3) The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance.
5. Consent Agenda
 - a. Minutes of the Regular Board Meeting: March 16, 2026
 - b. March 2026 Revenue and Expense Reports
 - c. March 2026 Bill Payment List and Credit Card Charges
 - d. March 31, 2026 Fund Balances Report and Capital Reserve Fund
 - e. Policy updates – Patrons VI. Meeting Rooms and Study Spaces; Staff XII. Generative Artificial Intelligence (AI) Use
6. Patron Suggestions
7. Director's Report
8. President's Report
9. New business
 - a. Committees: (Report/Discussion/Action)
 - i. Facilities Committee
 - ii. Finance Committee
 - iii. Policy Committee
 - Staff II. Employee Tiers & Benefits - vote
 - b. RFPL Foundation Liaison
 - c. Village of River Forest Collaboration Committee Liaison
10. Old business
 - a. Phase one (Community Room, Children's office space, bathroom) renovation project
 - i. Construction Solutions of Illinois pay application (\$446,222.51) – vote
 - b. Trustee vacancy next steps - discussion
11. Closed session – 5ILCS 120/2c(1) To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library.
12. 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: March 16, 2026, 6PM – DRAFT

Call to Order: At 6:04pm, 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, Simon Saddleton, Lindsay McIntyre, Katie O'Neill, Nathan Root.
- Also Present: Emily Compton (RFPL Director), Shannon Duffy (RFPL Assistant Director)

Visitors and Guests: Elan Long, Douglas Watt

Visitor Comments: none

Resolution honoring Trustee Long – vote: Trustee Emerita

President Delano read the following resolution honoring Elan Long's contributions to the River Forest Public Library, its Board of Trustees, Committees, and the RFPL Foundation:

WHEREAS, in special recognition of her distinguished service to the River Forest Public Library, the Board of Trustees of the Library wishes to acknowledge Ms. Eleanor Long by appointing her Trustee Emerita of the River Forest Public Library; and

WHEREAS, Ms. Long served the Library and the Village of River Forest as a steadfast and committed Library Trustee for nine (9) years from May 2017 to March 2026; and

WHEREAS, Ms. Long provided strong leadership during her tenure as Secretary (May 2021 to March 2026); and

WHEREAS, Ms. Long was a key member of the Policy Committee for nine (9) years, serving as Chair for two (2) years, sharing her editing and drafting skills to diligently review, craft, and organize the Library's policies into a cohesive manual; and

WHEREAS, Ms. Long was a member of the Facilities Committee for five (5) years, during which she made integral contributions essential to the success of the project to repurpose a mechanical room for program and community space; and

WHEREAS, Ms. Long was President of the River Forest Public Library Foundation for two (2) years, during which time she developed new protocols for donor outreach and building of donor relationships that dramatically improved the capacity of the Foundation to attract significant private donations and thereby provide enhanced Library funding for generations to come; and

WHEREAS, Ms. Long was a member of the 2020 Library Director Search Team and was instrumental in developing a process and timeline for recruiting the Library's new Director; and

WHEREAS, Ms. Long's strong work ethic and knowledge of the community have greatly benefitted the Library throughout her tenure as a Library Trustee; and

WHEREAS, Ms. Long and her husband, Douglas, have been steadfast supporters of the Library programming and collections; promoting the many offerings of the Library to their friends and neighbors within the River Forest Community;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the River Forest Public Library that it approves appointment of Ms. Eleanor Long as Trustee Emerita of the River Forest Public Library.

BE IT FURTHER RESOLVED that this Board herein extends its deepest appreciation to Ms. Long for her dedication and service to the River Forest Public Library, and to the people of this village, state, and nation.

BE IT FURTHER RESOLVED that this Resolution be included in the permanent minutes of this Board and that copies be given to Ms. Long, her husband, Douglas, other members of her family, and to the other appropriate Village of the River Forest Officials.

Trustee Berens moved to approve the resolution to appoint Ms. Eleanor Long as Distinguished Emerita Trustee of the River Forest Public Library. Trustee McIntyre seconded the motion, which passed unanimously on a voice vote.

RFPL Foundation Liaison

Trustee Berens reported that the Foundation met before the Board meeting. They are planning for the upcoming year. Their next meeting is on April 28th at 7:00pm. They plan to commemorate Ms. Long's contributions to the Foundation with a plaque.

Election of Secretary: Trustee O'Neill

Trustee McIntyre moved to elect Trustee O'Neill for the position of Board Secretary. The motion was seconded by President Delano and passed unanimously on a voice vote.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: February 17, 2026
- b. February 2026 Revenue and Expense Reports
- c. February 2026 Bill Payment List and Credit Card Charges
- d. February 28, 2026 Fund Balances Report and Capital Reserve Fund
- e. Policy updates – Staff I. Employment

Trustee Berens moved to approve Consent Agenda items a-e, and Trustee O'Neill seconded the motion. No further discussion was had. The motion passed on a roll call vote.

Roll Call Vote:

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

Patron Suggestions:

Director Compton reported three suggestions: one for having a notary on staff, one for putting a treehouse in the family restroom, and one for getting beds for the American Girl dolls so they're not sleeping in closets. The library has intermittently had a notary on staff in the past but does not currently have one on staff. However, there are notary services available to community members from the Village of River Forest.

Director's Report:

In addition to her written report, Director Compton discussed:

- The Library's attorney provided guidance on how to handle the final Construction Solutions of Illinois pay application, including options for a negotiated solution or alternatively default resolutions under state law.
- Children's Services has received several compliments from patrons praising the department. There is currently a 9-month waiting list for children to showcase their collections in the display case.

President's Report:

President Delano stated that the process to find someone to take Ms. Long's seat on the Board will begin immediately. He encouraged the trustees to talk to people they know or other interested persons in the community to encourage them to apply and interview for the position, which will be filled on an interim basis in advance of the next regular election cycle. In addition, Trustee Berens will be stepping down as Vice-President of the Board, so another trustee will need to be elected to serve in that role.

New Business

Committee Reports

Facilities Committee

The Facilities Committee has had a couple of productive workshops with Engberg Anderson (EA) for the Library's space needs assessment. The Committee met without EA to discuss the ideas presented in workshop 2 and narrow down the options to reflect the Library's priorities and preferences. That feedback was given to EA to fine tune ideas and address concerns for workshop 3. There will be one more workshop with EA to get their final recommendations in advance of the library's discussions on this topic with community members. The space needs assessment is different from the facilities assessment that was done last year. A facilities assessment determines the physical health of the building, and a space needs assessment determines the community needs within the building. The assessments will be used together to inform the new strategic plan for the Library. The main priorities will be adding private study rooms and social gathering spaces. Ideas will be brought to the Board for deeper discussion after the final workshop with EA and community conversations.

Finance Committee

The Finance Committee has not met since the last Board meeting but has provided feedback on the amended budgets.

FY2025-26 Amended capital budget – vote

Director Compton noted any changes that had been made since the last Board meeting. Funds for certain projects were moved to the FY2026-27 budget including replacing the trash enclosure and replacing the sewage ejector pump. The HVAC line was amended to only include contingency money. The bidding process for the HVAC project will take place next fiscal year.

Trustee Berens moved to approve the FY2025-26 amended capital budget as presented, and the motion was seconded by Trustee McIntyre. The motion passed on a roll call vote.

Roll Call Vote:

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

FY2026-27 Operating and capital budgets – vote

Director Compton lowered the replacement tax revenue to more accurately reflect what the Library is estimated to receive in this fiscal year. Other changes included an increase in medical insurance and digital content, and a decrease in teen programs and office supplies. The only changes to the capital budget were an increase in estimated interest and increased expenses to account for building projects that were moved from FY2025-26.

Trustee Berens moved to approve the FY2026-27 operating and capital budgets as presented, and the motion was seconded by Trustee Saddleton. The motion passed on a roll call vote.

Roll Call Vote:

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

FY2024-25 Excess revenues (\$166,711) capital reserve transfer – vote

Director Compton explained that the Board votes every year to transfer excess revenues from the previous fiscal year to the capital reserve fund.

Trustee Berens moved to approve a transfer of excess revenues in the amount of \$166,711 to the capital reserve fund, and Trustee McIntyre seconded the motion. The motion passed on a roll call vote.

Roll Call Vote:

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

FY2025-26 Budgeted (\$60,000) capital reserve transfer – vote

Trustee Berens moved to approve a budgeted \$60,000 transfer to the capital reserve fund, and the motion was seconded by Trustee Saddleton. The motion passed on a roll call vote.

Roll Call Vote:

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

Policy Committee

The Policy Committee has a meeting scheduled for April 10th. The Committee will need a new Chairperson.

RFPL Foundation Liaison

Trustee Berens had nothing to add to her earlier report.

Village of River Forest Collaboration Committee Liaison

Trustee Berens reported that the Committee met on February 25th. The Village is hosting a meeting to discuss the Washington St. development. There was a meeting about the Madison St. development on March 5th. Oak Park River Forest High School is on track with their current space project. The next phase will add theater space. They may need a referendum in 2027. District 90 is also considering a referendum for 2027. They hired a new superintendent from Carbondale. The Park District was unable to attend the meeting. The Township has complimentary tax services for seniors and households that make under \$67,000 a year.

Motion to declare a vacancy in the Office of Library Board Trustee Eleanor Long due to resignation

Trustee McIntyre moved to declare a vacancy in the Office of Library Board Trustee Eleanor Long due to resignation, and the motion was seconded by Trustee Root. The motion passed unanimously on a voice vote.

Director Compton explained the process for filling the vacancy. An opening will be posted on the Library's website for 30 days with a link to an online form containing questions for the applicants. Interviews will be with Director Compton and one trustee or with two trustees. The Board will discuss the candidates in closed session and vote to fill the vacancy in open session.

Old Business

Phase two (Community Room, Children's office space, bathroom) renovation project

Midwest Services & Development pay application (\$70,070) – vote

The final pay application from Midwest Services & Development was delivered to the Library for payment.

Trustee Berens moved to approve the Midwest Services & Development pay application in the amount of \$70,070, and Trustee Saddleton seconded the motion. The motion passed on a roll call vote.

Roll Call Vote:

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

Adjournment

The meeting was adjourned at 7:08pm following a motion by Trustee Berens, which was seconded by Trustee Root. All approved, and the meeting was adjourned.

Respectfully submitted,
Katie O'Neill, Secretary



River Forest Public Library
Fiscal Year: May 1, 2025 - April 30, 2026
Revenue Report: March-26

<u>Account:</u>	<u>March-26</u>	<u>YTD</u>	<u>2025-2026</u>	<u>% of Budget</u>
				92% as of 3/31/2026
Property Taxes	\$ 296,830.60	\$ 1,034,283.21	\$ 1,685,000	61.38%
Connections Program Grant	\$ -	\$ 797.48	\$ 3,500	22.79%
Replacement Taxes	\$ 1,004.72	\$ 18,321.19	\$ 16,000	114.51%
Lost Books Reimbursed	\$ 75.73	\$ 3,019.27	\$ 4,000	75.48%
Copy Machine Revenue	\$ 74.98	\$ 1,877.86	\$ 3,000	62.60%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 1,756.41	\$ 24,674.86	\$ 23,000	107.28%
Grants from RFPL Foundation	\$ -	\$ 27,195.00	\$ 50,000	54.39%
Gifts - other	\$ -	\$ 0.40	\$ 200	0.20%
IL Per Capita Grant	\$ -	\$ 17,490.13	\$ 17,400	100.52%
Grants, other	\$ -	\$ 4,374.00	\$ 5,500	79.53%
Liebner Fund Endowment	\$ -	\$ 4,286.10	\$ 4,250	100.85%
Misc Income	\$ -	\$ 537.68	\$ 200	268.84%
Total:	\$ 299,742.44	\$ 1,136,857.18	\$ 1,812,050	62.74%
Income:	\$ 299,742.44	\$ 1,136,857.18	\$ 1,812,050	62.74%
Expense:	\$ 225,704.64	\$ 1,525,588.29	\$ 1,812,050	84.19%

Prepared 4.13.26



River Forest Public Library

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

Expense Report: Mar-26

March-26	Fiscal YTD	Actual % Budget	25-26 Budget
		92% as of 3/31/2026	

Expenses

Personnel

Wages & Salaries	\$ 81,995.74	\$ 808,378.54	86.60%	\$ 933,500
Medical Health Insurance Coverage	\$ 5,325.01	\$ 47,679.04	67.92%	\$ 70,200
IMRF	\$ 4,257.88	\$ 45,358.73	88.08%	\$ 51,500
Medicare/FICA	\$ 6,149.70	\$ 60,168.84	84.15%	\$ 71,500
Staff Recognition	\$ 184.19	\$ 3,338.18	59.61%	\$ 5,600
Membership Dues	\$ -	\$ 1,695.00	56.50%	\$ 3,000
Staff Training & Development	\$ 1,075.00	\$ 5,467.36	75.41%	\$ 7,250
Total Personnel	\$ 98,987.52	\$ 972,085.69	85.08%	\$ 1,142,550

Advertising & Programming

Printing & Advertising

Newsletter	\$ -	\$ 4,855.00	69.36%	\$ 7,000
Advertising	\$ 187.71	\$ 2,356.96	47.14%	\$ 5,000
Total Printing & Advertising	\$ 187.71	\$ 7,211.96	60.10%	\$ 12,000

Programming

Children's Programs	\$ 6,483.80	\$ 15,857.56	83.46%	\$ 19,000
Teen Programs	\$ 1,941.06	\$ 6,819.20	75.77%	\$ 9,000
Adult Programs	\$ 1,560.68	\$ 14,335.76	73.52%	\$ 19,500
Special Programs	\$ 438.84	\$ 5,814.90	83.07%	\$ 7,000
Connections Programs	\$ 173.42	\$ 1,288.76	36.82%	\$ 3,500
Total Programs	\$ 10,597.80	\$ 44,116.18	76.06%	\$ 58,000
Total Advertising & Programming	\$ 10,785.51	\$ 51,328.14	73.33%	\$ 70,000

Support Services

ILL & RB Services	\$ -	\$ 666.99	55.58%	\$ 1,200
Technical Support (IT)	\$ 5,901.58	\$ 25,298.01	91.16%	\$ 27,750
Automation Administration	\$ 675.94	\$ 29,758.61	67.25%	\$ 44,250

Consultant Fees/Legal Fees	\$ 5,768.75	\$ 35,152.37	84.70%	\$ 41,500
Postage & Delivery	\$ 562.59	\$ 4,681.78	110.16%	\$ 4,250
Audit	\$ -	\$ 8,900.00	72.65%	\$ 12,250
Payroll & Employment Services	\$ 674.33	\$ 6,267.30	101.09%	\$ 6,200
Youth Interventionist Contract	\$ -	\$ 3,938.00	73.61%	\$ 5,350
Telephone/Internet	\$ 994.64	\$ 11,456.51	84.86%	\$ 13,500
Trustee Training & Memberships	\$ -	\$ -	0.00%	\$ 1,250
Copy Machine Lease	\$ 236.91	\$ 2,308.27	72.13%	\$ 3,200
Total Support Services	\$ 14,814.74	\$ 128,427.84	79.92%	\$ 160,700

Materials & Supplies

Library Materials

Books	\$ 12,851.36	\$ 70,031.49	85.40%	\$ 82,000
Print Periodicals	\$ 195.99	\$ 6,845.61	91.27%	\$ 7,500
Automated Subscriptions (databases)	\$ -	\$ 15,446.42	108.78%	\$ 14,200
Digital Content (ebooks, movies, music)	\$ 8,820.12	\$ 84,451.54	95.97%	\$ 88,000
AV & Other Nonprint Materials	\$ 1,880.31	\$ 14,453.57	90.33%	\$ 16,000
Total Library Materials	\$ 23,747.78	\$ 191,228.63	92.07%	\$ 207,700

Library & Office Supplies

Office Supplies	\$ 225.45	\$ 1,581.20	39.53%	\$ 4,000
Library Supplies	\$ 339.83	\$ 3,289.28	62.06%	\$ 5,300
Copy & Printing Supplies	\$ 54.99	\$ 1,359.53	64.74%	\$ 2,100
Misc Expenses	\$ 150.69	\$ 1,897.51	72.98%	\$ 2,600
Total Library & Office Supplies	\$ 770.96	\$ 8,127.52	58.05%	\$ 14,000
Total Materials & Supplies	\$ 24,518.74	\$ 199,356.15	89.92%	\$ 221,700

Strategic Initiatives

Strategic Initiatives	\$ -	\$ 782.00	5.21%	\$ 15,000
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Facilities Management

Facility Supplies

Building Materials & Supplies	\$ -	\$ 4,541.05	64.87%	\$ 7,000
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Facility Services

Insurance	\$ 843.00	\$ 19,857.41	83.26%	\$ 23,850
Maintenance & Custodial Service	\$ 11,563.20	\$ 71,698.82	82.41%	\$ 87,000
Water	\$ -	\$ 1,399.64	46.65%	\$ 3,000
Natural Gas	\$ 3,429.50	\$ 11,160.69	93.01%	\$ 12,000

	Copier Maintenance & Usage	\$ 307.00	\$ 1,763.06	78.36%	\$ 2,250
	Total Facility Services	\$ 16,142.70	\$ 105,879.62	82.65%	\$ 128,100
<i>Furniture & Technology</i>	Furniture	\$ 279.60	\$ 1,171.20	29.28%	\$ 4,000
	Technology Misc.	\$ 175.83	\$ 2,016.60	67.22%	\$ 3,000
	Total Furniture & Technology	\$ 455.43	\$ 3,187.80	45.54%	\$ 7,000
	Total Facilities Management	\$ 16,598.13	\$ 113,608.47	79.95%	\$ 142,100
Totals	Total Operating Expenses	\$ 165,704.64	\$ 1,465,588.29	83.65%	\$ 1,752,050
	Capital Improvement Reserve Fund	\$ 60,000.00	\$ 60,000.00	100.00%	\$ 60,000
	Total Expenses	\$ 225,704.64	\$ 1,525,588.29	84.19%	\$ 1,812,050
	Total Income	\$ 299,742.44	\$ 1,136,857.18	62.74%	\$ 1,812,050

Prepared 4.13.26

**River Forest Public Library
Bills and Applied Payments
March 2026**

AMAZON	Date	Transaction Type	Memo/Description	Amount
		Bill Payment (Check)		-718.56
	02/19/2026	Bill	MIDDLE SCHOOL MAKERS SUPPLIES	82.90
	02/23/2026	Bill	TAKE & MAKE MATERIALS	39.98
			MARKETING BOOK/STAFF	
	02/23/2026	Bill	DEVELOPMENT	40.31
	02/18/2026	Bill	BOOKS	518.38
			FRAME/NATIONAL LIBRARY WEEK	
	02/28/2026	Bill	POSTER	36.99
		Bill Payment (Check)		-1,085.26
	03/07/2026	Bill	cooking kit supplies	21.21
	03/05/2026	Bill	puzzles	103.92
	03/04/2026	Bill	desk chair, HDMI adapters, storage pouch	313.53
	03/04/2026	Bill	SOCKS & PAINT	24.48
	03/04/2026	Bill	BOOKS	16.88
	03/04/2026	Bill	MIXING BOWLS	19.43
	03/03/2026	Bill	BOOKS (RELEASE PARTY)	159.90
	02/28/2026	Bill	TAYLOR SWIFT TEA PARTY SUPPLIES	94.68
			CLAY, BASKET STUFFERS, BINDER	
	02/28/2026	Bill	RINGS	34.99
	02/24/2026	Bill	PING PONG BALLS	5.98
	02/24/2026	Bill	LAMINATION POUCHES	25.86
	02/24/2026	Bill	CARDSTOCK	25.70
	02/21/2026	Bill	ICE PACKS	20.89
	02/21/2026	Bill	SHARPIE HIGHLIGHTERS	7.49
	02/19/2026	Bill	GUESSTIMATION JAR ANIMALS	24.97
	02/21/2026	Bill	BOOKS	12.99
	03/08/2026	Bill	kit books	31.26
	03/08/2026	Bill	Books	41.24
	03/07/2026	Bill	canvas bags for American Girl kits	16.99
	03/07/2026	Bill	replacement book for American Girl kit	15.80
	03/07/2026	Bill	books for kit	67.07

	Bill Payment		
03/17/2026	(Check)		-5,096.03
03/10/2026	Bill	train set	19.75
03/10/2026	Vendor Credit	returned tablecloths	-60.38
03/09/2026	Bill	books for kit	57.04
03/09/2026	Bill	command strips for spring decor	31.17
03/07/2026	Bill	wall clock for community room	46.93
03/16/2026	Bill	STICKERS	36.26
03/16/2026	Bill	BLUESTEM BOOKS	802.89
03/16/2026	Bill	SRP BOOK PRIZES	310.98
03/15/2026	Bill	LAPTOP CHARGER	9.98
03/14/2026	Bill	TABLE FOR GUESSTIMATION JAR	85.13
		STORYTIME PROPS, SUMMER	
03/14/2026	Bill	READING PRIZES, PLAY AREA TOYS	2,064.02
03/14/2026	Bill	ANNA DOLL HEAD	44.95
		STORYTIME PUPPETS + SUMMER	
03/14/2026	Bill	READING PRIZE BOOKS	558.49
03/14/2026	Bill	TOYS FOR PLAY AREA	220.99
03/14/2026	Bill	DESK ORGANIZER	17.09
03/12/2026	Bill	POST-IT NOTES	11.09
		TRAIN TABLE, TOYS FOR PLAY AREA,	
		ART SUPPLIES: SCISSORS, MARKERS,	
		ETC.	
03/12/2026	Bill		346.95
		CRAFT SUPPLIES: GOOGLY EYES,	
		PAPER PLATES, ETC.	
03/12/2026	Bill		63.93
03/12/2026	Bill	APRIL MAKERS SUPPLIES	51.04
03/12/2026	Bill	FRAME FOR CERTIFICATE	5.59
		TOYS FOR PLAY AREA, PUZZLES, +	
		ART SUPPLIES	
03/11/2026	Bill		379.48
		CANCELLED TOYS AND ART SUPPLIES	
03/14/2026	Vendor Credit		-202.00
03/10/2026	Bill	MAY TAKE + MAKES	63.14
03/10/2026	Bill	ELECTRICAL TAPE	7.48
		SQUISHMALLOWS FOR	
		GUESSTIMATION JAR	
03/10/2026	Bill		123.80
03/14/2026	Vendor Credit	CANCELLED BOAT TOY	-18.99
03/12/2026	Vendor Credit	RETURNED PAPER PLATES	-9.99
03/10/2026	Bill	book	11.69
03/05/2026	Bill	knives for breakroom	15.74
03/10/2026	Vendor Credit	returned tablecloths	-30.19
03/07/2026	Bill	globe for travel section	21.99
03/10/2026	Bill	label maker charger	9.99
	Bill Payment		
03/24/2026	(Check)		-784.19

03/19/2026	Bill	EGGS, PAPER, BEADS, WORMS	39.03
03/19/2026	Bill	SUMMER READING RAFFLE PRIZE	164.85
03/19/2026	Bill	SUMMER READING PRIZE	199.96
03/19/2026	Bill	TAKE & MAKE MATERIALS	20.49
03/22/2026	Bill	BOOKS	63.45
03/17/2026	Bill	TAKE & MAKE SUPPLIES	44.93
		CRAFT SUPPLIES	
03/18/2026	Bill	BROCHURE HOLDERS	98.12
03/18/2026	Bill	ROTARY CUTTER BLADES/CRAFTS	35.99
03/18/2026	Bill	LAMINATING SHEETS	23.99
03/19/2026	Bill	BAGS/FAMILY FUN BAGS PROGRAM	37.91
03/19/2026	Bill	YELLOW PLATES	15.99
03/17/2026	Bill	HAIR TIES/CRAFT SUPPLIES	3.50
03/17/2026	Bill	MIDDLE SCHOOL MAKERS SUPPLIES	35.98

Ancel Glink

	Bill Payment		
03/17/2026	(Check)		-768.75
03/06/2026	Bill	February legal service	768.75

ANDERSON ELEVATOR COMPANY

	Bill Payment		
03/06/2026	(Check)		-1,175.00
03/01/2026	Bill	monthly elevator maintenance	225.00
03/04/2026	Bill	Annual Elevator Testing	950.00

Assurant Fire Protection

	Bill Payment		
03/24/2026	(Check)		-1,125.00
03/18/2026	Bill	SPRINKLER LEAK REPAIR	1,125.00

BEAVER SHREDDING

	Bill Payment		
03/10/2026	(Check)		-140.00
02/25/2026	Bill	Records Disposal	140.00

CDS Office Technologies

03/04/2026	Bill Payment (Check)		-153.50
02/22/2026	Bill	COPY USAGE & MAINTENANCE / FEBRUARY 2026	153.50
03/17/2026	Bill Payment (Check)		-153.50
03/10/2026	Bill	COPY USAGE + MAINTENANCE MARCH 2026	153.50

**Cintas Fire
Protection**

03/04/2026	Bill Payment (Check)		-108.00
02/28/2026	Bill	AED MONTHLY SUBSCRIPTION	108.00
03/10/2026	Bill Payment (Check)		-108.00
12/31/2025	Bill	monthly AED subscription	108.00

**CleanNet of
Illinois**

03/04/2026	Bill Payment (Check)		-1,549.80
03/01/2026	Bill	MONTHLY CLEANING SERVICE FEE	1,549.80
03/24/2026	Bill Payment (Check)		-2,599.80
01/01/2026	Bill	JANUARY MONTHLY CLEANING FEE CLEANING SERVICE UPGRADE MARCH 2026	1,549.80
03/18/2026	Bill	CLEANING SERVICE UPGRADE FEBRUARY 2026	525.00
01/18/2026	Bill	CLEANING SERVICE UPGRADE FEBRUARY 2026	525.00

**Comcast
BUSINESS**

03/10/2026	Bill Payment (Check)		-270.03
02/27/2026	Bill	March 2026 internet bill	270.03

**COMCAST
BUSINESS
(VoiceEdge*)**

03/17/2026	Bill Payment (Check)		-724.61
03/03/2026	Bill	March 2026 phone bill	724.61

DEMCO, INC.

	Bill Payment		
03/04/2026	(Check)		-185.41
02/24/2026	Bill	BOOK DISPLAY EASELS	88.32
02/19/2026	Bill	LABEL PROTECTORS, BOOK TAPE	97.09

ELAN FINANCIAL SERVICES

	Bill Payment		
03/24/2026	(Check)		-2,219.83
03/21/2026	Bill	CREDIT CARD STATEMENT: 2-13-26 TO 3-12-26	2,219.83

Engberg-Anderson, Inc.

	Bill Payment		
03/10/2026	(Check)		-5,000.00
02/28/2026	Bill	PROGRAM BILLING/SPACE NEEDS	5,000.00

FSS TECHNOLOGIES, LLC

	Bill Payment		
03/24/2026	(Check)		-114.00
03/18/2026	Bill	BURGLAR ALARM/APRIL-JUNE	114.00

Glenn Giacinto

	Bill Payment		
03/10/2026	(Check)		-600.00
03/10/2026	Bill	front door refinishing	600.00

Henricksen

	Bill Payment		
03/04/2026	(Check)		-15,541.49
02/18/2026	Bill	CAPITAL **FURNITURE PAY/APPLICATION #2	15,541.49

Hoopla

	Bill Payment		
03/04/2026	(Check)		-2,677.79
02/28/2026	Bill	FEBRUARY HOOPLA CHECKOUTS	2,677.79

**Ingram Library
Services**

	Bill Payment		
03/04/2026	(Check)		-4,237.07
02/18/2026	Bill	BOOKS	282.21
02/19/2026	Bill	BOOKS	36.00
02/19/2026	Bill	BOOKS	222.76
03/02/2026	Bill	BOOKS	308.42
02/27/2026	Bill	BOOKS	327.73
02/27/2026	Bill	BOOKS	125.53
02/25/2026	Bill	BOOKS	367.44
02/24/2026	Bill	BOOKS	42.87
02/24/2026	Bill	BOOKS	241.80
02/24/2026	Bill	BOOKS	389.81
02/20/2026	Bill	BOOKS	1,892.50
	Bill Payment		
03/10/2026	(Check)		-961.95
03/03/2026	Bill	BOOKS	222.61
03/03/2026	Bill	BOOKS	739.34
	Bill Payment		
03/24/2026	(Check)		-5,813.44
03/18/2026	Bill	BOOKS	317.07
03/04/2026	Bill	BOOKS	533.08
03/05/2026	Bill	BOOK	16.83
03/06/2026	Bill	BOOKS	255.82
03/06/2026	Bill	BOOKS	267.62
03/10/2026	Bill	BOOKS	208.17
03/10/2026	Bill	BOOKS	617.75
03/12/2026	Bill	BOOKS	451.97
03/16/2026	Bill	BOOKS	1,521.03
03/17/2026	Bill	BOOKS	255.94
03/19/2026	Bill	BOOKS	376.76
03/20/2026	Bill	BOOKS	186.74
03/20/2026	Bill	BOOKS	391.98
03/23/2026	Bill		412.68

**JILLANN
GABRIELLE**

	Bill Payment		
03/04/2026	(Check)		-350.00
02/19/2026	Bill	JONI MITCHELL PROGRAM/3-7-26	350.00

Kanopy

	03/04/2026	Bill Payment (Check)		-256.70
	02/28/2026	Bill	FEBRUARY KANOPY DOWNLOADS	256.70

**MIDWEST
SERVICES &
DEVELOPMENT**

	03/04/2026	Bill Payment (Check)		-16,800.00
	03/03/2026	Bill	CAPITAL**AHU CONDENSATION DRAIN WORK	16,800.00
	03/24/2026	Bill Payment (Check)		-70,070.00
	03/17/2026	Bill	CAPITAL**GENERAL, FLOORING, CARPET, FURNITURE, GLASS, PLUMBING, AV, CONTINGENCY	70,070.00

MIDWEST TAPE

	03/04/2026	Bill Payment (Check)		-134.27
	02/26/2026	Bill	BLU-RAY	34.18
	02/20/2026	Bill	AUDIOBOOK CD	42.98
	02/26/2026	Bill	DVDS	57.11
	03/24/2026	Bill Payment (Check)		-302.06
	03/12/2026	Bill	DVDS	146.20
	03/12/2026	Bill	BLU-RAY	34.98
	03/12/2026	Bill	AUDIOBOOK CD	52.98
	03/04/2026	Bill	AUDIOBOOK CD DISC REPLACEMENT	9.99
	03/06/2026	Bill	DVDS	57.91

NICOR GAS

	03/04/2026	Bill Payment (Check)		-1,962.51
	02/23/2026	Bill	GAS BILL: 1-15-26 thru 2-17-26	1,962.51
	03/24/2026	Bill Payment (Check)		-1,466.99
	03/18/2026	Bill	GAS BILL: 2-17-26 to 3-17-26	1,466.99

**Oak Brook
Mechanical
Services, Inc.**

	Bill Payment		
03/04/2026	(Check)		-2,617.00
02/19/2026	Bill	SYSTEM ON ALARM	543.00
02/19/2026	Bill	MAINTENANCE PM INSPECTIONS	2,074.00

**OUTSOURCE
SOLUTIONS
GROUP, INC.**

	Bill Payment		
03/04/2026	(Check)		-3,191.04
02/16/2026	Bill		2,893.74
02/17/2026	Bill	WIRELESS ACCESS SERVICE/ 1 YEAR	297.30
	Bill Payment		
03/06/2026	(Check)		-180.84
03/06/2026	Bill	deep freeze renewal	180.84
	Bill Payment		
03/24/2026	(Check)		-3,045.74
03/16/2026	Bill		3,045.74

OverDrive

	Bill Payment		
03/04/2026	(Check)		-2,251.97
02/24/2026	Bill	5 EBOOKS, 3 AUDIOBOOKS	293.25
02/26/2026	Bill	2 EBOOKS, 1 AUDIOBOOK	117.86
02/23/2026	Bill	12 EBOOKS, 21 AUDIOBOOKS	1,725.18
02/17/2026	Bill	2 EBOOKS, 1 AUDIOBOOK	115.68
	Bill Payment		
03/06/2026	(Check)		-223.93
03/03/2026	Bill	4 eBooks, 1 audiobook	223.93
	Bill Payment		
03/17/2026	(Check)		-406.83
03/09/2026	Bill	1 eBook, 1 AUDIOBOOK	166.99
03/10/2026	Bill	3 eBooks, 1 AUDIOBOOK	239.84
	Bill Payment		
03/24/2026	(Check)		-3,002.90
03/17/2026	Bill	3 EBOOKS	122.85
03/16/2026	Bill	61 EBOOKS, 20 AUDIOBOOKS	2,880.05

PEAC SOLUTIONS

	Bill Payment		
03/04/2026	(Check)		-236.91
02/20/2026	Bill	COPIER LEASE PAYMENT	236.91

PeopleFacts

03/04/2026	Bill Payment (Check)		-178.69
02/28/2026	Bill	BACKGROUND CHECK	178.69

**PLAYAWAY
PRODUCTS**

03/10/2026	Bill Payment (Check)		-1,302.80
03/02/2026	Bill	J Wonderbooks	1,302.80
03/17/2026	Bill Payment (Check)		-80.99
03/09/2026	Bill	Wonderbook	80.99

**PROFESSIONAL
IMAGE**

03/04/2026	Bill Payment (Check)		-30.45
02/16/2026	Bill	FOUNDATION DIRECTOR NAME TAGS	30.45

Rhonda Fentry

03/04/2026	Bill Payment (Check)		-60.00
02/24/2026	Bill	YOGA INSTRUCTOR FEE/3-14-26	60.00
03/24/2026	Bill Payment (Check)		-60.00
03/22/2026	Bill	YOGA PRESENTER FEE	60.00

RPA

03/04/2026	Bill Payment (Check)		-843.00
02/12/2026	Bill	WORK COMP - POST AUDIT	843.00

**S&D PRIME
MAINTENANCE,
INC**

03/06/2026	Bill Payment (Check)		-931.60
02/28/2026	Bill	MAINTENANCE VISITS/FEBRUARY 2026	931.60

**SABECKIS
SERVICES**

03/24/2026	Bill Payment (Check)		-495.00
03/18/2026	Bill	SNOW REMOVAL & SALTING: 2-22. 3-16, SALTING ONLY 3-18	495.00

Staples

03/17/2026	Bill Payment (Check)		-715.37
02/25/2026	Bill	cleaning supplies: Clorox, toilet paper, trash liners, paper towels; office supplies: sharpies, highlighters, double-sided tape, staplers, trash can, scissors; copier paper	715.37

Susan Maddox

03/04/2026	Bill Payment (Check)		-375.00
02/19/2026	Bill	IRISH CUISINE COOKING PROGRAM/3-11-26	375.00

SWAN

03/17/2026	Bill Payment (Check)		-6,285.50
04/01/2026	Bill	Q4 APRIL-JUNE SWAN FEES	6,285.50

**THE LIBRARY
STORE**

03/24/2026	Bill Payment (Check)		-37.60
03/04/2026	Bill	TECH SERV BOOK TAPE	37.60

**United States
Postal Service**

03/17/2026	Bill Payment (Check)		-370.00
02/20/2026	Bill	NEWSLETTER MAIL PERMIT FEE	370.00

Valery Lanotte

03/17/2026	Bill Payment (Check)		-200.00
03/17/2026	Bill	DEPOSIT FOR FACE PAINTERS SR KICKOFF	200.00

**VILLAGE OF
RIVER FOREST**

03/18/2026	Bill Payment (Check)		-7,538.76
03/18/2026	Bill	February 2026 IMRF	7,538.76
03/18/2026	Bill Payment (Check)		-7,045.80
03/18/2026	Bill	March 2026 Health Insurance + February prorated new full-time employee	7,045.80

WYATT WIDMER

03/24/2026	Bill Payment (Check)		-200.00
03/22/2026	Bill	WILD CITY, HUMAN ECOSYSTEM/PRESENTER FEE	200.00

Tuesday, Apr 14, 2026 10:16:06 AM GMT-7

Byline Credit Card March 2026

Ending Balance: \$4,260.51

Date	Payee	Memo	Charge	Payment	Type	Account
03/31/2026	REACHING FORWARD NORTH	5 REGISTRATIONS/ REACHING FORWARD CONFERENCE PARADE	800.00		Expense	Personnel:Staff Training and Development
03/30/2026	RIVER FOREST PARK DISTRICT	SPOT/MEMORIAL DAY	50.00		Expense	Special Programs
03/25/2026	LEMON SQUEEZY/BUZZINGA PRO	BUZZINGA 1 YR SUBSCRIPTION/ TRIVIA	99.00		Expense	Adult Expenses: Programs - Adult
03/25/2026	GROWING COMMUNITY MEDIA	2 YR SUBSCRIPTION/ WEDNESDAY JOURNAL	119.00		Expense	Adult Expenses: Periodicals - Adult
03/24/2026	Jewel Foods	STAMPS/ DONOR POSTCARDS	171.60		Expense	Support Services: Postage Personnel:Staff
03/24/2026	Jewel Foods	SNACKS/STAFF RECOGNITION	24.70		Expense	Recognition (InService)
03/23/2026	Stamps.com	MONTHLY STAMPS.COM FEE	20.99		Expense	Support Services: Postage
03/21/2026	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT		2,219.83	Bill	
03/20/2026	Target	APPLES FOR CRAFTERNOON & SRP PRIZES	60.55		Expense	Children's Expenses: Programs - Children's
03/20/2026	PLAY THERAPY SUPPLY	CLAY/SRP FINISHING PRIZE	65.78		Expense	Teen Expenses: Programs-Teen
03/20/2026	DUNKIN" - BASKIN- ROBBINS	DONUTS/DONUTS & DISCUSSIONS	20.34		Expense	Teen Expenses: Programs-Teen
03/20/2026	AME LEGENDS	HOVERBALL DEPOSIT	399.50		Expense	Teen Expenses: Programs-Teen

03/20/2026	Jewel Foods	COOKIES/FILM FRIDAY	12.76	Expense	Adult Expenses: Programs - Adult
03/18/2026	WALL STREET JOURNAL	WSJ MONTHLY CHARGE	76.99	Expense	Adult Expenses: Periodicals - Adult Support Services: Automation - Administration (SWAN, website, etc)
03/18/2026	Zoom	ANNUAL ZOOM SUBSCRIPTION	159.90	Expense	Teen Expenses: Programs-Teen Children's Expenses: Programs- Children's
03/17/2026	DOUGLAS	BRANDED STUFFIES/SRP FINISHING PRIZES	2,179.40	Expense	Children's Expenses: Programs - Children's
03/15/2026	Target	CUPS, PLATES, TREATS FOR AG TEA PARTY	40.94	Expense	Children's Expenses: Programs - Children's
03/12/2026	MICHAELS	PLANT POTS FOR TAKE + MAKE	6.25	Expense	Teen Expenses: Programs-Teen
03/12/2026	River Forest Chocolates	GIFT BASKET-TRUSTEE RETIREMENT	153.90	Expense	Personnel:Staff Recognition (InService)
03/11/2026	FIESTA BEATS ENTERTAINMENT	PHOTO BOOTH DEPOSIT FOR SUMMER READING KICKOFF	200.00	Expense	Special Programs Children's Expenses: Programs - Children's
03/09/2026	Oriental Trading	CRAFT KITS FOR FAMILY FUN BAGS	263.76	Expense	Equipment & Furniture: Technology (misc.)
03/06/2026	Apple	Apple TV	141.90	Expense	
03/05/2026	MICHAELS	CARDSTOCK	89.85	Expense	Teen Expenses: Programs-Teen

03/05/2026	AMERICAN LIBRARY ASSOCIATION	ALA conference registration for Marissa Walentschik	275.00	Expense	Personnel: Staff Training and Development
03/02/2026	THE BOOK LOFT	WINTER READING/GIFT CERTIFICATES	50.00	Expense	Adult Expenses: Programs - Adult

River Forest Public Library

Fund Balances

As of March 31st, 2026

Prepared 4.13.26

3/31/2026

CHECKING/SAVINGS - OPERATIONS FUND

Operations Current

Interest Rate

Byline Operations Money Market	3.50%	585,171.29
Byline Operations Checking	0.30%	50,012.52
Petty Cash		40.00

TOTAL OPERATIONS CHECKING/SAVINGS 635,223.81

TOTAL OPERATIONS FUND

635,223.81

CHECKING/SAVINGS - CAPITAL ACCOUNT

Interest Rate

Byline Capital Money Market	3.50%	1,250,294.37
Byline Capital Checking	0.30%	10,002.51

TOTAL CAPITAL CHECKING/SAVINGS 1,260,296.88

TOTAL CAPITAL FUND

1,260,296.88

TOTAL OPERATIONS/CAPITAL FUNDS

1,895,520.69



River Forest Public Library -Capital Reserve Fund

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

Mar-26

Capital Reserve Account Balances

Byline Capital Money Market		\$	1,250,294.37
Byline Capital Checking		\$	10,002.51
Total Capital Reserve Checking / Savings		\$	1,260,296.88
Total Capital Reserve Fund		\$	1,260,296.88

Revenues

Expenses

Midwest Services & Development- AHU drain work	3/4/2026	\$	16,800.00
Henricksen- pay app #2	3/4/2026	\$	15,541.49
Midwest Services & Development- flooring, carpet, furniture, AV, contingency	3/24/2026	\$	70,070.00

Transfers

From Operating: FY24-25 excess revenue	3/17/2026	\$	166,711.00
From Operating: annual budgeted transfer	3/17/2026	\$	60,000.00

Income

Interest- Checking / Money Market	3/31/2026	\$	3,464.47
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Prepared: 4.13.26

VI. Meeting Rooms and Study Spaces

Meeting rooms and study spaces are available to support RFPL's mission and strategic goals. When not in use for RFPL activities, they may be made available for use by the public under the following conditions:

A. Meeting Room Guidelines

- Reservations for a Meeting Room can be made by an adult with a RFPL card in good standing, an owner or operator of a River Forest business, or a member of a governmental agency serving River Forest. The person making the reservation must take responsibility for the group's use of a Meeting Room by signing an Application and Use Agreement;
- Reservations for a Meeting Room may not be made more than 3 months in advance;
- Meetings are open to the public;
- Parties and private social events are not permitted;
- Attendance at the meeting is free of charge; donations, products or services may neither be solicited nor sold without prior approval of the Library Director;
- Petitioning and campaigning are not allowed within the Library building;
- Meetings must not interfere with the regular functioning of RFPL;
- The Director may establish rules and procedures governing use of a Meeting Room and related fees, and
- When not in use, a Meeting Room may be used as a Study Space, and use will be governed by the Study Space guidelines.

B. Study Space Guidelines

- Reservations can be made up to 3 days in advance;
- Reservations can be made for a maximum of two hours. Reservation time may be extended at the discretion of staff; and
- Reservations for a Study Space are limited to one per day per patron.

Patrons using Meeting Rooms or Study Spaces must comply with the RFPL Code of Conduct. RFPL will not advertise or otherwise promote third-party programs or meetings. Use of a Meeting Room or Study Space does not constitute RFPL endorsement of the viewpoints expressed by the host, speakers, or attendees of any event.

Updated April 2026

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Updated April 2026

XII. Generative Artificial Intelligence (AI) Use

The purpose of this policy is to provide RFPL staff with guidelines for use of generative artificial intelligence (AI) tools for work purposes. RFPL recognizes that AI tools have a significant environmental impact and risks associated with its use, including privacy concerns and integrity of content. RFPL is committed to the secure, responsible, and ethical use of AI tools.

AI should complement human efforts and enhance productivity, creativity and innovation. When using AI for work purposes, staff should only use RFPL-approved tools for RFPL-approved functions. Managers will keep a list of AI tools and functions approved by the Director. Should staff have another use for which AI may be valuable, they should submit their requests to their Manager and receive permission in writing before use.

In accordance with the Staff Computer Use and Internet Access Policy (Staff IX), staff should not have an expectation of privacy when using AI tools for work, and AI tools must only be used for legal, acceptable purposes. Additionally, the following rules apply when staff use AI tools:

- Log into AI tools with your RFPL-provided email address.
- Do not enter sensitive RFPL documents or private patron or staff data into AI tools.
- Do not enter photos [or recordings](#) of staff or patrons into AI tools without their written permission.
- Do not enter offensive, discriminatory, or inappropriate content into AI tools.
- Closely review any output generated by AI tools before using or forwarding to anyone else. Review should include checks for accuracy, copyright violation, and inclusion of confidential or sensitive information.
- Allow AI tools to track your prompt history. Do not erase or tamper with prompt histories.
- AI tools will not be used to make employment decisions nor to conduct performance reviews.
- Do not represent AI work as your own.

RFPL recognizes that AI tools are rapidly evolving and will engage in continuous learning to stay updated on best practices, ethical guidelines, and regulatory requirements related to its use.

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Updated April 2026



Director's Report – April 2026

Strategic Directions



Spaces

Goals:

- 1) Update physical and virtual spaces to be cohesive, functional, flexible, warm, and welcoming.
- 2) Be a place where community members can gather in small and large groups.

This April we had our final **Facility Improvement Plan** workshop with Engberg Anderson. Engberg will finalize our plan, to be presented at a future regular board meeting. We are excited to have the plan ahead of Strategic Plan season, and to have a guide for how to make our gorgeous building even better for the community.



Events, Services & Collections

Goal: Support the freedom to read and explore.

We rolled out **March Madness book brackets** for adults, teens, and kids this month. Visitors of all ages have been voting each week to choose our literary champions. The winners will be revealed this National Library Week in April.

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

This March the Library welcomed back Jillann Gabrielle to perform her one-woman show, ***Joni: An Original Musical About Joni Mitchell***. 28 patrons joined us to hear stories from Joni's life and enjoy a performance of her biggest hits.

Another favorite of our patrons, **Chef Susan Maddox**, was at the Library on Wednesday, March 11th to demo her favorite Irish recipes and share them with the crowd. The group of 30 patrons got to

try Irish Beer & Cheddar Soup, Horseradish Potato Salad, and Irish Triple Mash with Horseradish Breadcrumbs. Everyone left happy and with delicious recipes to compliment their corned beef!

This March Children's hosted a **Taylor Swift American Girl Doll tea party**. The event had 32 participants, and many of the patrons brought dolls from the RFPL collection to the party! Kids danced to music, made crafts, and took photos with their dolls in front of rock star themed decorations. Our American Girl themed tea parties have been super popular, and we plan to have another spooky tea party this coming October.



Key Performance Indicators

Category	January 2026	February 2026	March 2026
Physical item circulation - initial checkouts	13,333	11,072	13,359
Digital item circulation	5,873	5,104	5,799
Total Circulation	19,206	16,176	19,158
Programs for Adults	11 programs 209 attendees	13 programs 187 attendees	13 programs 277 attendees
Programs Middle School aged children	8 programs 98 attendees	7 programs 61 attendees	8 programs 109 attendees
Programs for Children	33 programs 1,412 attendees	32 programs 1,601 attendees	35 programs 2,226 attendees
Library-Wide Programs	1 program* 52 attendees	1 program** 66 attendees	0 program 0 attendees
Total Programs	53 programs 1,771 attendees	53 programs 1,915 attendees	56 programs 2,612 attendees
Children's Play Area Visits	2,463	2,520	2,799
New cardholders added	37	35	40
Total cardholders	6,547	6,495	6,520
Website sessions	14,882	11,207	11,135
Patron visits	9,268	6,484	9,639
Instagram Followers	1,664	1,677	1,705
Facebook Followers	1,474	1,482	1,492

*Renovation ribbon cutting

**DVD Giveaway

Staff Updates

- Susie Young, Materials Services Associate, announced her retirement after 34 years of service to River Forest. We are planning a retirement party for Susie this May.
- Barb Croom, Materials Services Associate, celebrated her 15-year anniversary working at the Library.
- Ahead of a Policy Committee review of the new staff AI policy, Shannon Gruber, ATS Manager, and Emily took a 3-part series of classes on Foundations of AI: Safety & Risk.

Financial Highlights

- As of April 15, we received \$756,983 of the 2025 disbursement and 92% of expected tax funds for the fiscal year (\$1,556,883).
- Expenses this March included the \$60,000 annual transfer to the Capital Improvement Fund and a 3-week pay period, so they are higher than normal.

Facility Highlights

- Assurant Fire Protection completed repairs to the sprinkler system.
- Cintas Fire Protection performed their annual fire extinguisher inspection.
- Anderson Elevator completed testing in accordance with the annual elevator inspection.

Committee Updates

Policy Committee and Facilities Committee met on April 10.

Respectfully submitted,

Emily Compton
April 17, 2026

River Forest Public Library
Policy Committee Meeting

MINUTES - DRAFT

Friday, April 10th at 10:00 am

Present: Committee members Lindsay McIntyre, Kathleen O'Neil, Nate Root, and Simon Saddleton. RFPL Director Emily Compton, and Adult & Teen Services Manager Shannon Gruber.

Call to Order: Director Compton called the meeting to order at 10:08 am.

Minutes:

1. January 13th, 2025 Committee meeting minutes deemed approved.
2. Selection of Policy Committee Chair
Trustee O'Neil volunteered to serve as the Policy Committee Chairperson.
3. Patrons IV. Computer & Internet Access – annual review
Committee discussed adding some specific references to artificial intelligence and will follow up at the next meeting.
4. Patrons VI. Meeting Rooms & Study Spaces
Committee discussed the addition of petitioning and campaigning not being allowed in our meeting rooms and study spaces.
5. Staff II. Employee Tiers & Benefits
Director Compton discussed the proposed changes to the policy which include insurance coverage, sick time accrual cap, vacation accruals, and additional vacation for exempt full-time employees.
For changing the sick time accrual cap, Director Compton will consult the Library's attorney to clarify the statute in Illinois.
6. Staff IX. Computer & Internet Access – annual review
The Committee discussed adding a reference to the Staff XII. Generative Artificial Intelligence (AI) Use policy.
7. Staff XII. Generative Artificial Intelligence (AI) Use
Director Compton recommended adding points to the policy after attending an AI training and gaining some more information.

Next Meeting: The next meeting will be scheduled on Wednesday, July 15th at 1:00 pm.

Adjournment: Trustee McIntyre moved to adjourn the meeting at 11:03 pm. Trustee O'Neil seconded.

**River Forest Public Library
Facilities Committee Meeting
MINUTES- DRAFT
Friday, April 10th, 2026 at 1:00pm**

1. Call to Order: Trustee Delano called the meeting to order at 1:00pm.

2. Present: Committee members Scott Delano, Ann Berens, Lindsay McIntyre

Others present: RFPL Director Emily Compton, RFPL Assistant Director Shannon Duffy, RFPL Adult & Teen Services Manager Shannon Gruber, RFPL Materials Services Manager Victoria Muraiti, RFPL Marketing & PR Specialist Fran Arnold

Visitors: Shaun Kelly, Engberg Anderson Architects (EA)

3. Minutes of the February 26th, 2026 Facilities Committee meeting

The February 26th, 2026 minutes were deemed approved.

4. Facility Improvement Plan Workshop 4 with Engberg Anderson Architects

- a. Mr. Kelly presented a draft of the Facility Improvement Plan. He summarized the goals of the project and discussed EA's recommendations on how to better utilize space to fulfill community needs. Key recommendations included creating space for private study rooms, relocating administrative offices to make room for a social gathering space, updating the Barbara Hall Meeting Room, and installing a restroom on the second floor. Mr. Kelly stressed that the plan provided recommendations but was not intended to be used for design.

5. Old Business

- a. There was no old business to discuss.

6. New Business

- a. There was no new business to discuss.

Adjournment: A motion was made by Trustee Delano to adjourn the meeting at 2:25pm. It was seconded by Trustee Berens.

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: April 15, 2026

RE: Employee Tiers and Benefits Policy Recommendations

The FY2026-27 Operating Budget allows for a 90% Library contribution to individual health, dental, and vision plans and a 60% Library contribution to spousal and family health, dental, and vision plans. The Village shared upcoming premium increase estimates, and with current enrollment the Library's portion would be around \$70,000 for the fiscal year. The insurance budget is \$90,000, which allows for some enrollment changes.

While reviewing the policy, I looked for opportunities to expand benefits while controlling cost for the Library. I also updated some language for logistical reasons.

The breakdown of changes are:

Additional and improved benefits –

- Sick time accrual cap is increased to the IMRF max of sick days that can be converted to service credit upon retirement. The IMRF max is 240 days. HR Source's employment law attorney recommended using general language in case IMRF changes the max.
- Increased Vacation time accrual cap to 15 days from 10, to avoid staff losing accrued time.
- Employees working 19.5 hours or more per week receive one Floating Holiday day per year.
- Insurance is covered at 90% for an individual employee premium and 60% for a spousal or family premium.
- Exempt full-time employees with 5+ years of employment earn an additional 5 days of vacation.

Logistical changes –

- Requests for more than two weeks of leave are to be approved by the Director, rather than the manager.
- Requests to use Vacation time are to be made with at least 7 days' notice, to help managers fill scheduling gaps.
- The part-time Holiday benefit will be given if the holiday falls on a regularly scheduled work day, and all regularly scheduled hours will be paid.

I look forward to discussing these changes at our meeting.

II. Employee Tiers and Benefits

RFPL employees are classified as exempt or nonexempt, according to the requirements of the Fair Labor Standards Act (“FLSA”). Scheduling and compensation practices may differ based on this classification. Both exempt and nonexempt employees may be eligible for benefits after reaching designated levels of work hours per work week. Some benefits accrue based on the total number of regularly scheduled hours per week divided by 5 (“Equivalent Day”), while other benefits accrue based on the number of hours worked. RFPL’s work week runs from Monday through Sunday. RFPL has defined a full-time work week as 37.5 hours.

A. Nonexempt Employees

An employee who does not meet the primary duty and/or minimum salary requirements of the FLSA must be classified as “nonexempt” and paid on an hourly basis. The number of hours scheduled per work week may vary according to RFPL requirements. A Manager may adjust work week schedules so as not to conflict with FLSA overtime requirements or Illinois Municipal Retirement Fund (“IMRF”) regulations.

1. Nonexempt employees regularly scheduled for 19 hours or less per work week

- a. Nonexempt employees regularly scheduled for 19 hours or less per work week do not earn paid sick leave, paid vacation, or a personal day. These employees are eligible for paid compassionate leave as well as unpaid leave in accordance with RFPL’s Leaves of Absence Policy (Section IV: Staff, III. Leaves of Absence, C. Compassionate Leave & D. Leave of Absence). These employees are not paid for days that RFPL is closed due to an observed holiday, nor do they receive paid floating holiday time. The number of hours scheduled per work week may vary according to RFPL requirements but may not exceed 1000 hours per calendar year.
- b. Paid Leave for All Workers: Notwithstanding the foregoing, pursuant to the Illinois Paid Leave for All Workers Act (820 ILCS 192), nonexempt employees regularly scheduled for 19 hours or less per work week shall accrue one hour of paid leave for every 40 hours worked up to 40 hours of paid leave during a 12-month period. Such leave may be used for any purpose. Paid leave will begin to accrue as of the later of January 1, 2024, or at the commencement of an employee’s employment. Paid leave accrues only as earned and may not be drawn upon in advance. If the use of paid

leave is foreseeable, the employee shall provide 7 calendar days' notice to their manager prior to the date the leave is to begin. Requests for more than two calendar weeks' leave must be approved by the Director. If the use of paid leave is not foreseeable, the employee shall provide such notice as soon as practicable after the employee is aware of the necessity of taking such leave. Any unused earned paid leave shall carry over to the next 12-month period provided that the employee may not take more than 40 hours of paid leave in any 12-month period. No compensation will be paid for unused earned paid leave time upon cessation of employment.

2. Nonexempt employees regularly scheduled for 19.5 to 29.5 hours per work week

Nonexempt employees regularly scheduled for 19.5 to 29.5 hours per work week earn paid sick leave, paid vacation, holiday pay, and are eligible for IMRF benefits. These employees are eligible for paid and unpaid leave in accordance with RFPL's Leaves of Absence Policy (Section IV: Staff, III. Leaves of Absence).

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- e. Health Insurance: Under the Affordable Care Act, employees who work 30 hours per work week or more are considered full time and are eligible for health insurance. Health insurance is covered for the individual employee at the rate of 8590% of the cost of ~~the HMO. 85~~an individual premium or 60% of the cost of ~~the HMO can be applied to the cost of the PPO offered by RFPL. Employees may elect a~~ spousal or family coverage and are responsible for 100% of the premium for that additional coverage over the cost of the employee's coverage. premium
- f. Dental Insurance: Dental insurance is covered for the individual employee at the rate of 8590% of the cost of the regular dental premium. ~~Employees may elect spousal or family coverage and are responsible for 100~~60% of the ~~premium for that additional coverage over the~~ cost of ~~the~~ employee's coverage. a spousal or family dental premium.

- g. Vision Insurance: Vision insurance is covered for the individual employee at the rate of ~~85~~90% of the cost of the regular vision premium. ~~Employees may elect or 60% of the cost of a~~ spousal or family ~~coverage and are responsible for 100% of the vision~~ premium ~~for that additional coverage over the cost of the employee's coverage.~~

B. Exempt Employees

Pursuant to the FLSA, an employee who works in an executive, administrative, or professional position and meets the minimum salary requirements of the FLSA is classified as exempt. Exempt employees earn paid sick leave, paid vacation, holiday pay, and are eligible for IMRF benefits, and health, dental, and vision insurance. Employees are eligible for paid and unpaid leave in accordance with RFPL's Leaves of Absence Policy (Section IV: Staff, III. Leaves of Absence).

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24 March 2026

FROM: Williams Architects
500 Park Boulevard, Suite 800
Itasca, Illinois 60143
C/O: Scott Morlock
Phone: (630) 221-1212

TO: River Forest Public Library
735 Lathrop Avenue
River Forest, IL 60305
ATTN: Emily Compton

RE: River Forest Public Library Air Handler & Mech Rm, 735 Lathrop Avenue – Payment Application #2

Dear Emily,

To the best of our knowledge, information and belief, the work is complete, and the quality of the work is in accordance with the contract documents based on monies requested. Accordingly, we are recommending payment to Construction Solutions of Illinois, Inc. for the work covered in the Application and Certificate for Payment in the amount of \$446,222.51.

It should be noted that Williams Architects has no contractual responsibility for lien waiver or certified payroll review, and no such review has been provided by this office.

Sincerely,



Scott Morlock, AIA, NCARB, LEED AP
Principal
Williams Architects

ENCL: Pay Application #2

Distribution: Pete Schipma, Construction Solutions of Illinois
File

Prepared by: SAM

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF TWO

PAGES

TO OWNER: River Forest Public Library
 735 Lathrop Avenue
 River Forest, IL 60305

PROJECT: AHU Relocation & Mechanical
 Room Renovations
 River Forest Public Library

APPLICATION NO: #02-FINAL

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR:
 Construction Solutions of Illinois, Inc.
 5920 Lynwood Drive
 Oak Lawn, IL 60453

VIA ARCHITECT: Williams Architects
 500 Park Blvd., Suite 800
 Itasca, IL 60143

Period To: 3-23-26

PROJECT NOS: 2021-019

CONTRACT FOR: General Contracting

CONTRACT DATE: 10/4/22

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	574,653.00
2. Net change by Change Orders	\$	(33,089.75)
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	541,563.25
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	541,563.25
5. RETAINAGE:		
a. 0% of Completed Work (Column D + E on G703)	\$	0.00
b. 0% of Stored Material (Column F on G703)	\$	0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	541,563.25
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	\$95,340.74
8. CURRENT PAYMENT DUE	\$	446,222.51
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	0.00

CONTRACTOR:

By: 

State of: Illinois County of: Cook Date: 3-23-26

Subscribed and sworn to before me this 23rd day of March 2026
 Notary Public: Rosemary W. Schuma
 My Commission expires: 16/2028

ARCHITECT'S CERTIFICATE FOR PAYMENT
 In accordance with the Contract Documents, based on the representations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED\$ 446,222.51

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$13,825.17	\$46,914.92
TOTALS	\$13,825.17	\$46,914.92
NET CHANGES by Change Order		(\$33,089.75)

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

By: Scott Malachuk Date: March 24, 2026

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Owner: River Forest Public Library
735 Lathrop Ave.
River Forest, IL 60305

CONTINUATION SHEET

Application No. #02-Final
Application Date: 03/23/26
Period To: 03/23/26

Project: AHU Relocation & Mechanical Room Renovation
River Forest Public Library

Architect: Williams Architects
500 Park Blvd.
Suite 800
Itasca, IL 60143

A ITEM NOS.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED	G TOTAL COMPLETED AND STORED TO DATE		H BALANCE TO FINISH	I RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD					
1	Demolition - Architectural <i>Tri-R Construction</i>	\$9,050.00	\$0.00	\$9,050.00	\$0.00	\$9,050.00	100%	\$0.00	\$0.00
2	Concrete <i>Royal Concrete</i>	\$50,722.74	\$32,297.74	\$18,425.00	\$0.00	\$50,722.74	100%	\$0.00	\$0.00
3	Masonry <i>Piazza Masonry</i>	\$32,500.00	\$32,500.00	\$0.00	\$0.00	\$32,500.00	100%	\$0.00	\$0.00
4	Metal Stud & Drywall <i>KDM Construction</i>	\$14,754.00	\$0.00	\$14,754.00	\$0.00	\$14,754.00	100%	\$0.00	\$0.00
5	Acoustical Ceiling <i>KDM Construction</i>	\$4,946.00	\$0.00	\$4,946.00	\$0.00	\$4,946.00	100%	\$0.00	\$0.00
6	Resilient Flooring <i>Caliber Flooring</i>	\$1,655.00	\$0.00	\$1,655.00	\$0.00	\$1,655.00	100%	\$0.00	\$0.00
7	Painting <i>Décor VIII</i>	\$3,450.00	\$0.00	\$3,450.00	\$0.00	\$3,450.00	100%	\$0.00	\$0.00
8	Aluminum Gate Materials & Labor <i>Composite Steel</i>	\$18,920.00	\$0.00	\$18,920.00	\$0.00	\$18,920.00	100%	\$0.00	\$0.00
9	Fire Protection <i>Midwest Fire Suppression</i>	\$4,625.00	\$0.00	\$4,625.00	\$0.00	\$4,625.00	100%	\$0.00	\$0.00
10	Plumbing <i>Cryer Olsen Mechanical</i>	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	100%	\$0.00	\$0.00
11	HVAC <i>Cryer Olsen Mechanical</i>	\$271,347.35	\$0.00	\$271,347.35	\$0.00	\$271,347.35	100%	\$0.00	\$0.00
12	Electric <i>Quick Electric</i>	\$31,000.00	\$0.00	\$31,000.00	\$0.00	\$31,000.00	100%	\$0.00	\$0.00
13	Excavation <i>Dupage Topsoil</i>	\$18,644.00	\$14,000.00	\$4,644.00	\$0.00	\$18,644.00	100%	\$0.00	\$0.00
14	Landscape Repair <i>Construction Solutions</i>	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	100%	\$0.00	\$0.00
15	Contingency Allowance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00
16	Performance & Payment Bond	\$9,236.00	\$9,236.00	\$9,236.00	\$0.00	\$9,236.00	100%	\$0.00	\$0.00
17	General Conditions	\$7,600.00	\$7,600.00	\$0.00	\$0.00	\$7,600.00	100%	\$0.00	\$0.00
18	OH&P	\$23,113.16	\$10,300.00	\$12,813.16	\$0.00	\$23,113.16	100%	\$0.00	\$0.00
19	SubTotal	\$541,563.25	\$105,933.74	\$444,865.51	\$0.00	\$541,563.25	100%	\$0.00	\$0.00