



**River Forest Public Library  
February 17, 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. Consent Agenda
  - a. Minutes of the Regular Board Meeting: January 20, 2026
  - b. January 2026 Revenue and Expense Reports
  - c. January 2026 Bill Payment List and Credit Card Charges
  - d. January 31, 2026 Fund Balances Report and Capital Reserve Fund
  - e. Policy updates - Operations I: Collection Management; Operations II: Reference Services
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
      - FY2025-26 amended operating and capital budget drafts – discussion
      - FY2026-27 operating and capital budget drafts – discussion
    - iii. Policy Committee
  - b. RFPL Foundation Liaison
  - c. Village of River Forest Collaboration Committee Liaison
9. Old business
  - a. Air handler condensation issue – update
  - b. Phase two (Community Room, Children's office space, bathroom) renovation project – update
    - i. Henricksen pay application (\$15,541.49) - vote
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: January 20, 6PM - DRAFT**

**Call to Order:** At 6:02 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, Katie O'Neill, Nathan Root. Lindsay McIntyre was absent.
- Also Present: Emily Compton (RFPL Director), Shannon Duffy (RFPL Assistant Director)

**Visitors and Guests:** none

**Visitor Comments:** n/a

#### **Consent Agenda:**

- a. Minutes of the Regular Board Meeting: November 18, 2025
- b. November 2025 Revenue and Expense Reports
- c. November 2025 Bill Payment List and Credit Card Charges
- d. November 30, 2025 Fund Balances Report and Capital Reserve Fund
- e. December 2025 Revenue and Expense Reports
- f. December 2025 Bill Payment List and Credit Card Charges
- g. December 31, 2025 Fund Balances Report and Capital Reserve Fund

Trustee Berens moved to approve Consent Agenda items a-g, and Trustee O'Neill seconded the motion. The motion passed on a roll call vote. Discussion included a credit card finance charge and the RFPL staff holiday party. Director Compton stated that the staff party was a success, but planning for it will start earlier next year.

Roll Call Vote:

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

#### **Patron Suggestions:**

Director Compton reported several suggestions from patrons including covering the fireplace when not in use to keep out the cold, placing a chair outside of the Barbara Hall Meeting Room, and putting holiday closure notifications in a more visible place. There were also requests to add more wonder books, graphic novels, and board games for teens to the collection, and a request to make the entire library pink.

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

In addition to her written report, Director Compton discussed:

- The library had its first workshop with Engberg-Anderson (EA) for the space needs assessment. There was a morning session with the facilities committee and management and an afternoon session with management only. Hot topics

included the need for private space and lighting issues. The next workshop will be on January 28<sup>th</sup>.

- There will be two events to celebrate the opening of the new community room: a sneak peek for donors on January 30<sup>th</sup> and a ribbon cutting for the public on January 31<sup>st</sup>.
- The library has not received any funds from property taxes since October. Director Compton explained that Cook County began sending money to corporate authorities only, which meant that village libraries were not receiving money. She added that funds should begin coming in this January.

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

President Delano had nothing to add that wasn't covered in the Director's Report.

### **New Business**

#### **Committee Reports**

##### **Facilities Committee**

The Facilities Committee started the space needs assessment process with EA. They attended the first of three scheduled workshops with the fourth to be scheduled later. President Delano thanked the committee members for their attendance in the workshops. He added that the space needs assessment will go hand in hand with the facilities assessment to inform the library on where to spend funds. The punch list for the room renovation project was completed on January 16<sup>th</sup>. The project is nearly done. Furniture will arrive on January 29<sup>th</sup>.

##### **Finance Committee**

The Finance Committee will meet on February 5<sup>th</sup> to go over first draft of the budget for fiscal year 2026-27.

##### **Policy Committee**

The Policy Committee met on January 13<sup>th</sup>.

Oversight II. Fiscal Accountability policy update – vote

The financial limits outlined in the Fiscal Accountability policy have not been updated in many years. Since the cost of goods and services has increased, Director Compton requested that financial limits be raised in order for the library to address issues more efficiently. She polled over 50 Illinois libraries and the majority of them allowed their directors to use funds that were accounted for in the approved budget.

Staff XII. Generative Artificial Intelligence (AI) Use policy adoption – vote

Director Compton was advised by the library's IT company, HR consultant, and various library associations to create a policy regarding AI use. The staff discussed the topic at the last in-service day. The consensus was that staff should be aware of AI but cautious in how they use it due to AI's environmental impact, copyright

violations, and privacy issues. The policy acknowledges the risks and provides guidelines for staff on how to use library-approved AI tools.

Trustee Delano moved to approve both the Fiscal Accountability and Generative AI policies. Trustee Saddleton seconded the motion, which passed on a roll call vote.

Roll Call Vote:

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

### **RFPL Foundation Liaison**

Trustee Berens reported that the Foundation has its annual meeting on January 27<sup>th</sup>. They will select new officers and go over goals for the upcoming year. On January 30<sup>th</sup>, the Foundation will host an event for donors to see a sneak peek of the new community room before it's open to the public. 200 constituents donated a combined \$230,000 to the project. All 200 donors are invited to the event.

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

The Committee met on December 11<sup>th</sup>. The township has a new clerk and are looking to fill a trustee vacancy. They had a levy hearing and approved a 2.9% increase. The Civic Center Authority remains committed to working with the Community Center. Project two is on schedule and budget at Oak Park – River Forest High School. Project three may require a referendum in order to build a performing arts space. District 90 had an agreement but it was not ratified by the teachers. They are searching for a new superintendent. The Committee will meet again on February 25<sup>th</sup>.

### **Reschedule March 17, 2026 Regular Board meeting due to Public Act 104-0438**

A 2026 update to the Open Meetings Act states that a public meeting cannot be held on an election day, so the March Regular Board meeting will be rescheduled for Monday, March 16<sup>th</sup>, at 6:00 PM.

### **Plan to transfer funds from Capital to Operating if Operating Fund falls below \$150,000 - vote**

Director Compton stated that there is currently \$1,124,652 in the library's capital fund and \$198,455 in the operating fund. Money should start coming in, but if the operating funds drops below one month's operating expenses, Director Compton would transfer \$150,000 from capital to operating. The money would be transferred back to capital once revenue comes in.

Trustee Saddleton moved to permit Director Compton to transfer a months' worth of operating funds from capital to operating in the event that the existing operating balance falls below one month's expenses with an equivalent transfer back to capital once the operating fund exceeds \$300,000. Trustee Berens seconded the motion, which passed on a roll call vote.

Roll Call Vote:

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

## **Old Business**

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

Work on the drain has begun. Director Compton is corresponding with Williams Architects and IMEG to see if they will contribute to the cost.

### **Garden sign replacement - update**

Director Compton approved the proposal from Vital Signs, which came in at just under \$18,000. Ms. Duffy will coordinate with Vital Signs and Hulen Landscaping for installation, which will most likely need to wait until spring when the ground has thawed.

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

**Midwest Services & Development pay application (\$137,277) – vote**

**LFI Children's Room shelving quote (\$4,624) – vote**

The construction wall is still up in the Children's Room. Shelving needs to be moved back before the wall can come down, but that should happen in the next week. The library will receive change orders for moving the shelving and replacing the threshold of the emergency exit in the Children's Room workspace.

Trustee Delano moved to approve Midwest Services and Development's pay application in the amount of \$137,277 and LFI's shelving quote in the amount of \$4,624. The motion was seconded by Trustee Saddleton and passed on a roll call vote.

Roll Call Vote:

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

## **Adjournment**

The meeting was adjourned at 7:16pm following a motion by Trustee Saddleton which was seconded by Trustee Root. 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: January-26

Account:	January-26	YTD	2025-2026	% of Budget
				75% as of 1/31/2026
Property Taxes	\$ 645,633.11	\$ 653,175.88	\$ 1,685,000	38.76%
Connections Program Grant	\$ 797.48	\$ 797.48	\$ 3,500	22.79%
Replacement Taxes	\$ 3,180.10	\$ 17,316.47	\$ 16,000	108.23%
Lost Books Reimbursed	\$ 239.63	\$ 2,804.40	\$ 4,000	70.11%
Copy Machine Revenue	\$ 201.71	\$ 1,585.20	\$ 3,000	52.84%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 1,056.51	\$ 21,037.52	\$ 23,000	91.47%
Grants from RFPL Foundation	\$ -	\$ 27,195.00	\$ 50,000	54.39%
Gifts - other	\$ 0.25	\$ 0.40	\$ 200	0.20%
IL Per Capita Grant	\$ -	\$ 17,490.13	\$ 17,400	100.52%
Grants, other	\$ 3,874.00	\$ 4,374.00	\$ 5,500	79.53%
Liebner Fund Endowment	\$ -	\$ 4,286.10	\$ 4,250	100.85%
Misc Income	\$ 14.77	\$ 537.68	\$ 200	268.84%
<b>Total:</b>	<b>\$ 654,997.56</b>	<b>\$ 750,600.26</b>	<b>\$ 1,812,050</b>	<b>41.42%</b>
<b>Income:</b>	<b>\$ 654,997.56</b>	<b>\$ 750,600.26</b>	<b>\$ 1,812,050</b>	<b>41.42%</b>
<b>Expense:</b>	<b>\$ 145,207.51</b>	<b>\$ 1,177,844.83</b>	<b>\$ 1,812,050</b>	<b>65.00%</b>

Prepared 2.11.26



River Forest Public Library

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

Expense Report: Jan-26

January-26

Fiscal YTD

Actual % Budget

75% as of 1/31/2026

25-26  
Budget

Expenses

Personnel

Wages & Salaries	\$	67,404.16	\$	656,008.24	70.27%	\$	933,500
Medical Health Insurance Coverage	\$	3,996.67	\$	38,357.36	54.64%	\$	70,200
IMRF	\$	4,510.49	\$	36,856.70	71.57%	\$	51,500
Medicare/FICA	\$	5,015.47	\$	48,756.08	68.19%	\$	71,500
Staff Recognition	\$	94.96	\$	2,667.55	47.63%	\$	5,600
Membership Dues	\$	225.00	\$	1,545.00	51.50%	\$	3,000
Staff Training & Development	\$	-	\$	3,876.84	53.47%	\$	7,250
<b>Total Personnel</b>	<b>\$</b>	<b>81,246.75</b>	<b>\$</b>	<b>788,067.77</b>	<b>68.97%</b>	<b>\$</b>	<b>1,142,550</b>

Advertising & Programming

Printing & Advertising

Newsletter	\$	110.00	\$	4,855.00	69.36%	\$	7,000
Advertising	\$	-	\$	1,777.25	35.55%	\$	5,000
<b>Total Printing &amp; Advertising</b>	<b>\$</b>	<b>110.00</b>	<b>\$</b>	<b>6,632.25</b>	<b>55.27%</b>	<b>\$</b>	<b>12,000</b>

Programming

Children's Programs	\$	1,382.45	\$	8,544.99	44.97%	\$	19,000
Teen Programs	\$	100.40	\$	3,751.00	41.68%	\$	9,000
Adult Programs	\$	1,656.03	\$	12,681.56	65.03%	\$	19,500
Special Programs	\$	578.96	\$	5,010.93	71.58%	\$	7,000
Connections Programs	\$	307.87	\$	1,105.35	31.58%	\$	3,500
<b>Total Programs</b>	<b>\$</b>	<b>4,025.71</b>	<b>\$</b>	<b>31,093.83</b>	<b>53.61%</b>	<b>\$</b>	<b>58,000</b>
<b>Total Advertising &amp; Programming</b>	<b>\$</b>	<b>4,135.71</b>	<b>\$</b>	<b>37,726.08</b>	<b>53.89%</b>	<b>\$</b>	<b>70,000</b>

Support Services

ILL & RB Services	\$	-	\$	588.75	49.06%	\$	1,200
Technical Support (IT)	\$	2,780.24	\$	19,396.43	69.90%	\$	27,750
Automation Administration	\$	6,351.76	\$	28,275.77	63.90%	\$	44,250
Consultant Fees/Legal Fees	\$	2,625.00	\$	21,125.00	50.90%	\$	41,500

Postage & Delivery	\$	20.99	\$	3,998.20	94.08%	\$	4,250
Audit	\$	-	\$	8,900.00	72.65%	\$	12,250
Payroll & Employment Services	\$	515.20	\$	4,845.98	78.16%	\$	6,200
Youth Interventionist Contract	\$	-	\$	2,610.75	48.80%	\$	5,350
Telephone/Internet	\$	994.74	\$	9,467.23	70.13%	\$	13,500
Trustee Training & Memberships	\$	-	\$	-	0.00%	\$	1,250
Copy Machine Lease	\$	(1,334.19)	\$	1,834.45	57.33%	\$	3,200
<b>Total Support Services</b>	<b>\$</b>	<b>11,953.74</b>	<b>\$</b>	<b>101,042.56</b>	<b>62.88%</b>	<b>\$</b>	<b>160,700</b>

## Materials & Supplies

### *Library Materials*

Books	\$	7,562.86	\$	51,469.73	62.77%	\$	82,000
Print Periodicals	\$	64.99	\$	6,584.63	87.80%	\$	7,500
Automated Subscriptions (databases)	\$	1,874.44	\$	15,446.42	108.78%	\$	14,200
Digital Content (ebooks, movies, music)	\$	10,098.71	\$	68,373.29	77.70%	\$	88,000
AV & Other Nonprint Materials	\$	939.76	\$	11,881.75	74.26%	\$	16,000
<b>Total Library Materials</b>	<b>\$</b>	<b>20,540.76</b>	<b>\$</b>	<b>153,755.82</b>	<b>74.03%</b>	<b>\$</b>	<b>207,700</b>

### *Library & Office Supplies*

Office Supplies	\$	165.24	\$	1,203.83	30.10%	\$	4,000
Library Supplies	\$	204.34	\$	2,596.43	48.99%	\$	5,300
Copy & Printing Supplies	\$	163.94	\$	1,225.65	58.36%	\$	2,100
Misc Expenses	\$	240.25	\$	1,500.68	57.72%	\$	2,600
<b>Total Library &amp; Office Supplies</b>	<b>\$</b>	<b>773.77</b>	<b>\$</b>	<b>6,526.59</b>	<b>46.62%</b>	<b>\$</b>	<b>14,000</b>
<b>Total Materials &amp; Supplies</b>	<b>\$</b>	<b>21,314.53</b>	<b>\$</b>	<b>160,282.41</b>	<b>72.30%</b>	<b>\$</b>	<b>221,700</b>

## Strategic Initiatives

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

### *Facility Supplies*

<b>Building Materials &amp; Supplies</b>	<b>\$</b>	<b>658.78</b>	<b>\$</b>	<b>4,402.00</b>	<b>62.89%</b>	<b>\$</b>	<b>7,000</b>
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### *Facility Services*

Insurance	\$	18,292.41	\$	19,014.41	79.72%	\$	23,850
Maintenance & Custodial Service	\$	4,025.94	\$	55,605.78	63.91%	\$	87,000
Water	\$	-	\$	1,117.02	37.23%	\$	3,000
Natural Gas	\$	3,076.75	\$	7,731.19	64.43%	\$	12,000
Copier Maintenance & Usage	\$	153.50	\$	1,302.56	57.89%	\$	2,250



Totals

Total Facility Services	\$	25,548.60	\$	84,770.96	66.18%	\$	128,100
Furniture	\$	-	\$	137.28	3.43%	\$	4,000
Technology Misc.	\$	349.40	\$	1,415.77	47.19%	\$	3,000
Total Furniture & Technology	\$	349.40	\$	1,553.05	22.19%	\$	7,000
Total Facilities Management	\$	26,556.78	\$	90,726.01	63.85%	\$	142,100
Total Operating Expenses	\$	145,207.51	\$	1,177,844.83	67.23%	\$	1,752,050
Capital Improvement Reserve Fund	\$	-	\$	-	0.00%	\$	60,000
Total Expenses	\$	145,207.51	\$	1,177,844.83	65.00%	\$	1,812,050
Total Income	\$	654,997.56	\$	750,600.26	41.42%	\$	1,812,050

Prepared 2.11.26

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

AMAZON	Date	Transaction Type	Memo/Description	Amount
	01/09/2026	Bill Payment (Check)		-1,004.17
	01/08/2026	Bill	Supplies for community room grand opening	79.79
	12/20/2025	Bill	KIT BOOKS & KIT ACTIVITY SUPPLIES	56.42
	12/20/2025	Bill	Winter reading prizes	269.98
	12/18/2025	Bill	VIDEO GAMES	69.00
	12/18/2025	Bill	VIDEO GAMES	212.98
	12/22/2025	Bill	KIT BOOKS & KIT ACTIVITY SUPPLIES	60.18
	12/22/2025	Bill	PAINT, BAKING SODA SHAKER, PANS, SALT	82.53
	12/27/2025	Bill	CONTACT PAPER	8.99
	12/29/2025	Bill	WINTER READING PRIZES	55.98
	01/03/2026	Bill	CAR FOR CHILDREN'S ROOM PLAY	36.99
	01/05/2026	Bill	FABRIC, CLICKERS, PLATES	71.33
	01/26/2026	Bill Payment (Check)		-592.67
	01/15/2026	Bill	VALENTINE STICKERS PENCILS, CIRCULATING	8.56
	01/17/2026	Bill	CHARGERS	15.63
	01/19/2026	Bill	SPACE HEATER	59.48
	01/21/2026	Bill	WINTER READING PRIZES	218.69
	01/21/2026	Bill	VALENTINE SUPPLIES	16.90
	01/08/2026	Bill	POP IN PLAY/ WASHI TAPE CAR PROGRAMS MATERIALS	40.87
	01/21/2026	Vendor Credit	SURGE PROTECTOR CREDIT /INVOICE #1RLR-HXLD-3W7X	-16.99
	01/12/2026	Bill	WINGS OF FIRE SUPPLIES	64.91
	01/12/2026	Bill	1/2 DAY PROGRAM MATERIALS	33.81
	01/13/2026	Bill	FAMILY MOVIE SNACK & DRINKS	45.23
	01/13/2026	Bill	MOUSE PAD	9.99

01/14/2026	Bill	FEBRUARY TAKE & MAKE SUPPLIES	6.98
01/14/2026	Bill	MISC. PROGRAM SUPPLIES (PENS, PLATES, ACETATE PAPER ETC.)	55.05
01/15/2026	Bill	FEBRUARY TAKE & MAKE MIDDLE SCHOOL MAKERS SUPPLIES	23.77
01/15/2026	Bill		9.79

#### **Ancel Glink**

01/26/2026	Bill Payment (Check)		-125.00
01/09/2026	Bill	DECEMBER 2025 LEGAL FEES	125.00

#### **ANDERSON ELEVATOR COMPANY**

01/09/2026	Bill Payment (Check)		-225.00
01/08/2026	Bill	Monthly elevator maintenance	225.00

#### **CDS Office Technologies**

01/09/2026	Bill Payment (Check)		-153.50
12/16/2025	Bill	COPY MACHINE CONTRACT 12/5/25-1/4/26	153.50

#### **Comcast BUSINESS**

01/09/2026	Bill Payment (Check)		-270.13
12/27/2025	Bill	JAN 26 INTERNET	270.13

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

01/09/2026	Bill Payment (Check)		-724.61
01/08/2026	Bill	January 2026 telephone bill	724.61

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

01/26/2026	Bill Payment (Check)		-128.94
01/16/2026	Bill	TECH SERVICES SUPPLIES	128.94

**Engberg-Anderson,  
Inc.**

01/09/2026	Bill Payment (Check)		-2,201.50
12/31/2025	Bill	**CAPITAL CONSTRUCTION ADMINISTRATION	1,044.00
11/30/2025	Bill	CAPITAL ** CONSTRUCTION ADMINISTRATION	1,157.50
01/09/2026	Bill Payment (Check)		-2,500.00
12/31/2025	Bill	DECEMBER PROGRESS BILLING/SPACE NEEDS ANALYSIS	2,500.00

**EZMail Services**

01/09/2026	Bill Payment (Check)		-110.00
12/22/2025	Bill	NEWSLETTER MAILING	110.00

**GOOD EARTH  
GREENHOUSE**

01/09/2026	Bill Payment (Check)		-375.00
11/24/2025	Bill	WINTER PLANTERS	375.00

**Hoopla**

01/09/2026	Bill Payment (Check)		-2,695.22
12/31/2025	Bill	DECEMBER HOOPLA CHECKOUTS	2,695.22

**ILLINOIS LIBRARY  
ASSOCIATION**

01/26/2026	Bill Payment (Check)		-225.00
01/13/2026	Bill	2026-2027 ILA INSTITUTIONAL MEMBERSHIP	225.00

**Ingram Library  
Services**

01/09/2026	Bill Payment (Check)		-3,482.56
01/06/2026	Bill	BOOKS	394.40
01/04/2026	Bill	BOOKS	322.04
10/27/2025	Bill	BOOK	14.11
10/27/2025	Bill	BOOK	8.42
10/27/2025	Bill	BOOK	15.64
10/27/2025	Bill	BOOK	13.13
10/28/2025	Bill	BOOKS	52.47
12/19/2025	Bill	BOOKS	752.17
12/22/2025	Bill	BOOKS	319.02
12/23/2025	Bill	BOOKS	163.05
12/26/2025	Bill	BOOKS	233.03
12/29/2025	Bill	BOOKS	367.51
12/30/2025	Bill	BOOKS	157.50
12/31/2025	Bill	BOOKS	405.93
01/02/2026	Bill	BOOKS	295.05
01/26/2026	Bill Payment (Check)		-4,036.96
01/13/2026	Bill	BOOKS	198.37
01/13/2026	Bill	BOOKS	39.00
01/12/2026	Bill	BOOKS	425.43
01/09/2026	Bill	BOOK	52.80
01/08/2026	Bill	BOOKS	82.04
01/08/2026	Bill	BOOKS	193.64
01/07/2026	Bill	BOOKS	221.95
01/07/2026	Bill	BOOKS	608.91
01/05/2026	Bill	BOOKS	1,154.16
01/16/2026	Bill	BOOKS	28.00
01/16/2026	Bill	BOOK	16.58
01/16/2026	Bill	BOOKS	478.95
01/16/2026	Bill	BOOK	21.00
01/13/2026	Bill	BOOK	13.58
01/22/2026	Bill	BOOKS	166.68
01/22/2026	Bill	BOOKS	115.84
01/21/2026	Bill	Books	220.03

**Kanopy**

01/09/2026	Bill Payment (Check)		-328.10
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12/31/2025	Bill	DECEMBER KANOPY CHECKOUTS	328.10
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## LIRA

01/09/2026	Bill Payment (Check)		-16,296.41
12/31/2025	Bill	PROP/CAS RENEWAL	16,296.41

## LORISSA JULIANUS

01/09/2026	Bill Payment (Check)		-400.00
12/26/2025	Bill	LOVE STORIES FROM HISTORY 2/1/26	400.00

## Mango Languages

01/09/2026	Bill Payment (Check)		-1,874.44
01/08/2026	Bill	Mango languages renewal- 1 year	1,874.44

## MIDWEST SERVICES & DEVELOPMENT

01/26/2026	Bill Payment (Check)		-137,277.00
01/12/2026	Bill	CAPITAL ** GENERAL, FLOORING, CARPENTRY, FURNITURE, GLASS, PAINT & TILE, PLUMBING & ELECTRICITY, AV	137,277.00

## MIDWEST TAPE

01/09/2026	Bill Payment (Check)		-335.08
12/19/2025	Bill	BLU-RAY	36.43
12/19/2025	Bill	DVDS	102.22
12/29/2025	Bill	AUDIOBOOK CDS	91.96
12/29/2025	Bill	DVD	24.43
01/05/2026	Bill	DVDS	80.04
01/26/2026	Bill Payment (Check)		-249.44

01/15/2026	Bill	DVDS	87.54
01/15/2026	Bill	DVDS	58.61
01/15/2026	Bill	BLU-RAYS	65.36
01/15/2026	Bill	BLU-RAY	37.93

#### **MILLICENT G. DAVIS**

01/26/2026	Bill Payment (Check)		-400.00
01/19/2026	Bill	THE BLACK CHICAGO RENAISSANCE PROGRAM/2-21- 26 PRESENTER FEE	400.00

#### **MPLC**

01/09/2026	Bill Payment (Check)		-395.79
01/08/2026	Bill	1 year movie licensing	395.79

#### **NICOR GAS**

01/09/2026	Bill Payment (Check)		-1,571.26
12/23/2025	Bill	GAS BILL: 11/6/25-12/17/25	1,571.26
01/26/2026	Bill Payment (Check)		-1,505.49
01/21/2026	Bill	GAS BILL 12-17-25 to 1-15-26	1,505.49

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

01/26/2026	Bill Payment (Check)		-3,123.70
01/15/2026	Bill	JANUARY SUPPORT FOR AUTOMATION AND TECH SUPPORT	2,798.59
01/21/2026	Bill	APC REPLACEMENT BATTERY SERVER	325.11

#### **OverDrive**

01/09/2026	Bill Payment (Check)		-5,120.51
01/08/2026	Bill	Media on demand consortium fees	3,000.00
01/08/2026	Bill	Magazine renewal FY 26	901.64

01/08/2026	Bill	2 ebooks, 1 audiobook	184.98
12/30/2025	Bill	4 EBOOKS, 1 AUDIOBOOK	206.22
12/29/2025	Bill	10 EBOOKS, 6 AUDIOBOOKS	827.67
	Bill Payment		
01/26/2026	(Check)		-1,954.88
01/20/2026	Bill	6 EBOOKS, 2 AUDIOBOOKS	371.53
01/12/2026	Bill	22 EBOOKS, 7 AUDIOBOOKS	1,358.63
01/13/2026	Bill	2 EBOOKS, 2 AUDIOBOOKS	224.72

## PEAC SOLUTIONS

	Bill Payment		
01/09/2026	(Check)		-236.91
12/23/2025	Bill	COPIER LEASE PAYMENT	236.91

## PeopleFacts

	Bill Payment		
01/09/2026	(Check)		-70.60
12/31/2025	Bill	BACKGROUND CHECK	70.60

## Precious One Designs Handmade c/o Sherri Ewing

	Bill Payment		
01/26/2026	(Check)		-270.00
		CRAFT & CHAT: BEADED JEWELRY MAKING	
01/26/2026	Bill	INSTRUCTOR FEE/2-12-26	270.00

## PROFESSIONAL IMAGE

	Bill Payment		
01/09/2026	(Check)		-21.95
12/17/2025	Bill	2 STAFF NAMETAGS	21.95

## Rhonda Fentry

	Bill Payment		
01/09/2026	(Check)		-60.00
		CHAIR YOGA PROGRAM 1/10/26	
12/26/2025	Bill		60.00
	Bill Payment		
01/26/2026	(Check)		-75.00



01/20/2026	Bill	YOGA-MEDITATION PROGRAM PRESENTER FEE/FEBRUARY 7	75.00
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**RISK PROGRAM  
ADMINISTRATORS**

01/09/2026	Bill Payment (Check)		-1,996.00
12/17/2025	Bill	WORKERS COMP RENEWAL	1,996.00

**S&D PRIME  
MAINTENANCE,INC**

01/09/2026	Bill Payment (Check)		-2,329.94
12/29/2025	Bill	2025 GUTTER CLEANING	1,318.00
01/08/2026	Bill	December 2025 maintenance visits	1,011.94
01/26/2026	Bill Payment (Check)		-734.50
01/19/2026	Bill	CAPITAL **50% DEPOSIT/ CONSTRUCTION CLEAN-UP	734.50

**SABECKIS  
SERVICES**

01/26/2026	Bill Payment (Check)		-990.00
01/10/2026	Bill	SNOW REMOVAL AND SALTING/12-29, 12-31	370.00
01/26/2026	Bill	Snow removal and salting: 1-14, 1-16, 1-18, 1-19	620.00

**Shannon Gruber**

01/09/2026	Bill Payment (Check)		-44.71
12/17/2025	Bill	SUPPLIES & SNACKS FOR CRAFT & CHAT	44.71

**Staples**

01/09/2026	Bill Payment (Check)		-935.48
12/25/2025	Bill		935.48

**SUNFLOWER  
CHAMBER  
ORCHESTRA**

01/09/2026	Bill Payment (Check)		-300.00
12/26/2025	Bill	WINTER CONCERT 1/18/26 DONATION -NPorg.	300.00

**SWAN**

01/26/2026	Bill Payment (Check)		-6,285.50
01/07/2026	Bill	QUARTERLY SWAN FEES JAN- MAR 2026	6,285.50

**T-Rexplorers, LLC**

01/26/2026	Bill Payment (Check)		-400.00
01/25/2026	Bill	DINOSAUR DISCOVERIES WITH T-REXPLOREES/1-29-26	400.00

**VILLAGE OF RIVER  
FOREST**

01/14/2026	Bill Payment (Check)		-8,034.10
01/14/2026	Bill	December 2025 IMRF	8,034.10
01/14/2026	Bill Payment (Check)		-5,404.28
01/14/2026	Bill	December 2025 Health Insurance	5,404.28

Tuesday, Feb 03, 2026 09:13:50 AM GMT-8

**Byline Credit Card January 2026**  
**Ending Balance: \$613.89**

Date	Payee	Memo	Charge	Payment	Type	Account
01/27/2026	PANERA BREAD	BAKED GOODS, DRINKS/ RIBBON CUTTING CELEBRATION	103.38		Expense	Special Programs
01/26/2026	MAILCHIMP	MAILCHIMP SUBSCRIPTION	45.00		Expense	Marketing
01/23/2026	Stamps.com	MONTHLY STAMPS.COM FEE	20.99		Expense	Support Services:Postage
01/22/2026	Jimmy Johns	1/2 DAY PROGRAM / JANUARY 29	102.18		Expense	Special Programs:Connections Programs
01/22/2026	DUNKIN" - BASKIN-ROBBINS	DONUTS/DONUTS & DISCUSSIONS	18.55		Expense	Teen Expenses:Programs- Teen
01/21/2026	Hobby Lobby	CRAFT SUPPLIES FOR MAKERS	162.09		Expense	Special Programs:Connections Programs
01/21/2026	Hobby Lobby	TAKE & MAKE ART	42.54		Expense	Teen Expenses:Programs- Teen
01/20/2026	Target	OPERATING / ETHERNET CABLE FOR COPIER	24.29		Expense	Equipment & Furniture:Technology (misc.)
01/19/2026	Intuit	QUICKBOOKS RENEWAL	47.91		Expense	Support Services:Automation - Administration (SWAN, website, etc)
01/18/2026	WALL STREET JOURNAL	WSJ MONTHLY CHARGE	64.99		Expense	Adult Expenses:Periodicals - Adult
01/14/2026	Vista Print	BUSINESS CARDS/SHANNON DUFFY	37.82		Expense	Library and Office Expenses:Library Supplies
01/12/2026	Southwest Fireplace ELAN	DEPOSIT FOR FIREPLACE REPAIR	106.00		Expense	Building Expenses:Maintenance - Service
01/09/2026	FINANCIAL SERVICES FLOWERS FOR	Credit card statement: 11-15-25 to 12/12/25		2,575.69	Expense	BYLINE Operations
01/05/2026	DREAMS	Get well flowers for staff member	94.96		Expense	Personnel:Staff Recognition (InService)

01/02/2026	PANERA BREAD	COFFEE MONDAY SNACKS	35.35	Expense	Adult	Adult Expenses:Programs -
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# River Forest Public Library

## Fund Balances

As of January 31, 2026

Prepared 2.11.26

1/31/2026

### CHECKING/SAVINGS - OPERATIONS FUND

#### Operations Current

#### Interest Rate

Byline Operations Money Market	5.55%	744,449.23
Byline Operations Checking	0.30%	50,012.53
Petty Cash		40.00

TOTAL OPERATIONS CHECKING/SAVINGS 794,501.76

#### **TOTAL OPERATIONS FUND**

**794,501.76**

### CHECKING/SAVINGS - CAPITAL ACCOUNT

#### Interest Rate

Byline Capital Money Market	4.49%	1,130,737.91
Byline Capital Checking	0.29%	10,002.50

TOTAL CAPITAL CHECKING/SAVINGS 1,140,740.41

#### **TOTAL CAPITAL FUND**

**1,140,740.41**

### **TOTAL OPERATIONS/CAPITAL FUNDS**

**1,935,242.17**



## River Forest Public Library -Capital Reserve Fund

Jan-26

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

### Capital Reserve Account Balances

Byline Capital Money Market	\$	1,130,737.91
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Byline Capital Checking	\$	10,002.50
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<b>Total Capital Reserve Checking / Savings</b>	<b>\$</b>	<b>1,140,740.41</b>
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<b>Total Capital Reserve Fund</b>	<b>\$</b>	<b>1,140,740.41</b>
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### Revenues

RFPL Foundation Grant- room renovation project	1/30/2026	\$	150,000.00
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### Expenses

Ancel Glink- drain issue discussion	1/5/2026	\$	312.50
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Engberg Anderson- construction admin	1/15/2026	\$	2,201.50
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### Transfers

### Income

Interest- Checking / Money Market	1/31/2026	\$	4,099.90
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Prepared: 2.11.26

## **I. Collection Management**

### **A. Introduction**

RFPL uses its Collection Management Policy to develop, manage, and maintain a collection of materials to support RFPL's service goals as identified in the current strategic plan. The RFPL collection is a core library service that reflects patron wants, needs, and aspirations for inspiration, education and entertainment. It is the intention that RFPL collections reflect the diverse needs and interests of the River Forest community.

Responsibility for this policy rests with the Board. The Board delegates responsibility for implementing this policy and managing RFPL's collection to the Director and staff.

### **B. Criteria for Selection**

1. Materials will be selected with an emphasis on:

- Community demand
- Relevance to the strategic plan

Additional factors for consideration include:

- Input gathered from critical reviews and standard selection sources
  - Currency of the material
  - Reliability of the author or publisher
  - Shelf space
  - Price
  - Physical features and format
  - Availability of the same or similar material at neighboring libraries or through interlibrary loan.
  - Pertinence to core library collections
2. An effort will be made to include materials representing multiple viewpoints on a topic. No material will be excluded based on the race, nationality, gender identity, religion, sexual orientation, or political or social views of the author.
3. Materials will not be excluded from the collection solely because the frankness of presentation may be objectionable to some or because the materials may not be suitable for all patrons. RFPL will not label items with content warnings but may label items to note collection and location. RFPL places no age restrictions on patron usage or borrowing. The responsibility for monitoring materials used by a minor rests with their parent or guardian.

4. Due to the quickly changing nature of technology, RFPL will focus on purchasing current formats of materials, with consideration for emerging formats. Collections of materials in outdated formats will not be actively developed and may be removed.

5. Due to budget and space constraints, RFPL cannot purchase all materials available or requested. RFPL participates in interlibrary loans in an effort to obtain materials for River Forest patrons that are not held within RFPL's collection.

### **C. Retention of Library Materials**

A current, attractive, and useful collection is maintained through the continual selection, replacement, and removal of materials. Materials in the collection are assessed on an ongoing basis. Materials may be removed from the collection due to a variety of factors, including but not limited to, deteriorated appearance, inaccurate or outdated information, space constraints, unneeded duplicates, disuse, obsolete format, or lack of interest.

Materials removed from the collection may be donated to local non-profit groups, sent to book recycling/selling organizations, or discarded at the discretion of the Director.

### **D. Donations of Materials**

Donations of books and other materials may be accepted by RFPL as long as these items are given unconditionally and become the property of RFPL.

Donations of cash for Memorial/Honor books or other materials are accepted. Specific subject areas or titles may be suggested by donors. However, the final decision on specific materials acquired will reside with RFPL staff. Memorial/Honor materials will not necessarily be retained in perpetuity and will be subject to the same retention criteria as the general collection.

RFPL reserves the right to refuse to include a donated item in the collection and to donate or dispose of the item as RFPL management sees fit.

RFPL does not provide a donor with a value for their donation. RFPL, however, will issue to a donor a letter acknowledging their donation. The value of any donation and the tax deductibility of any such donation is for the donor to determine.

### **E. Reconsideration of Materials Policy**

RFPL management is available to discuss a patron's concerns about any Library material. If a patron's concerns are not satisfied through a discussion with the appropriate Manager, the patron may request a formal reconsideration of such materials if the patron is a River Forest resident and holds a valid RFPL card.

In compliance with the Illinois Library System Act ("ILSA")(75 ILCS 10), as amended by the Right to Read Act (P.A. 103-0100), the Board endorses and adopts the American Library Association's ("ALA") Library Bill of Rights which "indicates



materials should not be proscribed or removed because of partisan or doctrinal disapproval” (75 ILCS 10/3(E), quoting ALA Bill of Rights (See Appendix)). The ILSA protects the freedom of libraries “to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.” (75 ILCS 10/1). The Board also endorses and adopts the ALA’s Freedom to Read and Freedom to View Statements (See Appendix).

The Board has adopted the following procedures for the formal reconsideration of materials:

1. The material in question will remain in the collection and available to patrons during the reconsideration process.
2. Staff will provide the patron with the Request for Reconsideration of Library Resources (“Request”) form along with a copy of RFPL’s Collection Management Policy and the ALA’s Library Bill of Rights.
3. When the Request form is completely filled out and returned to RFPL, the appropriate Manager, in consultation with the Director, will review the completed Request and the material at issue and determine whether reconsideration of the material is appropriate.
4. The Manager will respond in writing to the patron with the decision of the Manager and Director. The letter will include a statement inviting the patron to RFPL to discuss the decision with the Manager and Director.
5. After meeting with the Manager and Director, a patron desiring further action can make a request in writing for a hearing before the Board, which has final authority.
6. In considering any request for reconsideration, Library staff, the Director, and the Board will apply the criteria for selection and retention of materials contained in RFPL’s Collection Management Policy, which also incorporates the criteria in the ALA’s Library Bill of Rights.
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*Updated February 2026*

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7. RFPL's decision on any request for reconsideration of material will remain in effect for three years from the date final action is taken on the request.

*Updated February 20242026*

## II. Reference Services

RFPL provides reference services to patrons through the use of print and online resources by professional librarians and other trained staff members. Reference services and materials are available to everyone regardless of age, race, gender identity, social, or economic status, and RFPL adheres to the American Library Association's Code of Ethics. Questions and transactions that occur between patrons and staff are treated confidentially and with respect, and are not disclosed outside a professional context.

Reference services provide:

- Assistance with the use of RFPL resources;
- Information in response to a patron's question;
- Assistance with locating library materials; and
- Reading, listening, and viewing suggestions to patrons.

Reference services are available during RFPL hours and are provided in response to all forms of inquiry, including but not limited to patrons at RFPL, over the phone, online, or at offsite events. Requests will generally be handled in the order in which they were received. More complex questions may require follow-up at a later time. Follow-up responses to more complex questions may be conveyed in the manner of the patron's preference. Some complex questions may also require the patron's participation in the information search, with staff providing guidance and advice on the search strategy and process.

Staff may limit the amount of time and level of response when providing reference services. Reference services do not include, and staff will not provide, services such as: typing or translation services; appraisals of books; career-counseling advice; entering of personal or credit card information in online forms; or providing medical, legal, copyright, financial, or tax advice. In addition, IT support on personal devices and hardware may be provided at the discretion of staff.

*Updated February 2026*

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Updated February ~~2024~~2026

## Strategic Directions

### 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.

The **Facility Improvement Plan project** with Engberg Anderson Architects continued with two of four workshops this January. Engberg is developing a plan for short-term and long-term upgrades to improve the library experience.



*Spaces*

### Renovation is done!

The Community Room, bathroom, and Children's office project ribbon cutting was January 31<sup>st</sup>, and there was a Foundation sneak-peek event for donors the night before. Children's staff have moved in and the Community Room is open for business.



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



*Community*

Children's partnered with **Brookfield Zoo** this January, for another collaborative storytime. The zoo came to the Library for a storytime all about the flora and fauna of the Midwest during winter. Attendees enjoyed a fun interactive storytime led by Miss Jenn (Meadows) while Brookfield Zoo provided hands on play stations on the topic. It was a huge hit, and we look forward to collaborating with the zoo again this summer.

This January the Library partnered with Vitalant to hold a **Community Blood Drive**. 23 patrons stopped in to donate and the crew that was here from Vitalant was very happy with the turnout.

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

Local history programs are always popular, so we were excited to welcome Frank FioRito on Sunday, January 11<sup>th</sup> to talk about **Oak Park's 1950's**



*Events, Services*



**Doomsday Cult.** We had 42 patrons in attendance and everyone enjoyed Frank's presentation.

& Collections

For our Winter Concert we hosted the **Sunflower Chamber Orchestra**, a youth orchestra based in River Forest featuring musicians from 3rd grade through 12th grade. Over 60 patrons showed up to enjoy an afternoon of music by these talented, young musicians.

Popular **T-Rexplorers** returned to the Library for an informative program all about dinosaurs. Kids and their caregivers were able to learn about and touch dinosaur bones and fossils! This awesome program held the attention of some of our youngest patrons for over 45 minutes. Kids also got to meet animatronic baby triceratops, Greenbean, and feed her carrots. ATS was kind enough to let us use the space in front of the South fireplace which lent a cozy atmosphere.



Key Performance Indicators

Category	November 2025	December 2025	January 2026
Physical item circulation - initial checkouts	12,419	12,641	13,333
Digital item circulation	5,157	5,475	5,873
<b>Total Circulation</b>	<b>17,576</b>	<b>18,116</b>	<b>19,206</b>
Programs for Adults	8 programs 105 attendees	7 programs 75 attendees	11 programs 209 attendees



Programs Middle School aged children	7 programs 78 attendees	8 programs 58 attendees	8 programs 98 attendees
Programs for Children	27 programs 1,427 attendees	28 programs 1,806 attendees	33 programs 1,412 attendees
Library-Wide Programs	1 programs 60 attendees	0 programs 0 attendees	1 program* 52 attendees
<b>Total Programs</b>	43 programs 1,670 attendees	43 programs 1,939 attendees	53 programs 1,771 attendees
Children's Play Area Visits	2,205	2,108	2,463
New cardholders added	39	21	37
<b>Total cardholders</b>	6,528	6,538	6,547
Website sessions	18,325	17,948	14,882
Patron visits	9,129	9,999	9,268
Instagram Followers	1,664	1,665	1,664
Facebook Followers	1,467	1,467	1,474

\*Renovation ribbon cutting

## Staff Update

We are thrilled to have Children's Associate **Jenn Meadows here full-time** starting this February! Jenn has accepted the part-time Administrative Associate position, and her experience with bookkeeping and administration tasks will be a huge asset to the library.

## Financial Highlights

- We have received \$635,175 in property tax so far and have not needed to transfer funds from the Capital Fund for operating.
- The final change orders were processed for Phase Two of the Community Room. This phase cost just over \$384,000. After grant funding from the state and Foundation, the Library's Capital Fund covered just over \$34,000 for phase two.

## Facility Highlight

Midwest completed the drain work to fix the air handler condensation issue.

## Committee Updates

Facilities Committee met on January 28

Finance Committee met on February 5

Respectfully submitted,

Emily Compton  
February 12, 2026



**River Forest Public Library  
Facilities Committee Meeting  
Minutes - DRAFT  
Wednesday, January 28, 2026 at 9:00 AM**

**Call to Order:** Trustee Delano called the meeting to order at 9:05 a.m.

**Present:** Committee members Scott Delano, Elan Long, Ann Berens, and Lindsay McIntyre. Trustee McIntyre left the meeting at 9:48 a.m.

**Others Present:** RFPL Director Emily Compton, RFPL Adult & Teen Services Manager Shannon Gruber, RFPL Children's Services Manager Melaina Maraldi, and RFPL Marketing & PR Specialist Fran Arnold

**Visitors:** Engberg Anderson Architects Shaun Kelly and Joe Huberty

**Minutes of the January 7, 2026 Facilities Committee meeting**

The January 7, 2026 minutes were deemed approved.

**Facility Improvement Plan Workshop 2 with Engberg Anderson Architects**

Shaun Kelly presented a summary of the findings of Workshop A and a peer library group comparison update. The group discussed the possibility of an automated library pickup location. The group reviewed the major issues throughout building. Representatives from Engberg Anderson presented three program options for building updates. The options range from making adjustments in existing spaces to expanding the library with an extension on the west side.

**Old Business**

Nothing to address.

**New Business**

Nothing to address.

**Adjournment:** A motion was made by Trustee Long to adjourn the meeting at 11:20 a.m. It was seconded by Trustee Delano.

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

**Thursday, February 5, 2026, at 1:00 PM**

**Present:** Committee members Simon Saddleton, Katie O'Neill, Nate Root. RFPL Director Emily Compton and RFPL Assistant Director Shannon Duffy were also present. Scott Delano was absent.

**Call to Order:** Trustee Saddleton called the meeting to order at 1:07 PM.

**Minutes:** Minutes from the February 5th, 2025, meeting were deemed approved.

**New Business**

a) FY25-26 Amended Operating and Capital budget drafts

Director Compton explained that she is not currently recommending any amendments to the Operating budget. Capital revenue will increase to reflect the grant received from the RFPL Foundation. Capital expenses will be amended to include work such as new sign installation and sidewalk repair. Less urgent projects such as skylight maintenance will be removed from the FY25-26 Capital budget and reconsidered in the future.

b) FY26-27 Operating and Capital budget drafts

Director Compton presented the formula used to calculate property tax revenue for the upcoming fiscal year. She outlined the operating budget, which includes an increase in wages to accommodate cost-of-living and merit raises for the staff and personnel changes. She will be working with the Policy Committee to recommend that the Library increase its contributions towards staff health insurance premiums. IMRF will increase to include another full-time employee. Programming will increase to utilize the new community room. Collection budgets will include more money for ebooks and audiobooks.

The Capital budget includes six computer replacements and funding for major building projects such as HVAC repair, masonry repair, and phased carpet replacement.

Drafts of the FY25-26 amended Operating and Capital budgets and FY26-27 Operating and Capital budgets will be in the February Board packet. The Board will vote on them at the March Regular Board meeting.

c) FY25-26 budgeted transfer of \$60,000 from Operating fund to Capital fund

d) FY24-25 excess revenues over expenditures transfer of \$247,490 from Operating fund to Capital fund.

The Committee agreed that both transfers made sense.

### **Old Business**

None

### **Adjournment**

Trustee Saddleton moved to adjourn the meeting at 1:49 PM, seconded by Trustee O'Neill.

## MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: February 11, 2026

RE: Draft FY2025-26 Amended Operating and Capital Budgets and Draft FY2026-27 Operating and Capital Budgets

---

### ***FY2025-26***

#### *Amended Operating Budget*

At this point, I don't recommend amendments to the Operating Budget, though I will check our projected actuals again before the March vote.

#### *Amended Capital Budget*

##### Revenues

Revenues have been amended to include both Foundation grants and the FY2024-25 excess revenues over expenditures.

##### Expenses

Terracon recommendations are incorporated –

- Roof is amended to \$0 because the skylight replacement is not needed until FY2728,
- Exterior includes sidewalk and bollard repair and trash enclosure replacement (\$18,200). The new sign is also included (\$19,000)
- Plumbing includes the estimate for the sewage ejector pump replacement
- Building includes the Barbara Hall emergency exit door replacement (\$7200) and window gasket replacements on the west and south elevations of the building (\$8,000).

The Terracon-recommended expenditures may be pushed to next fiscal year. The delay in Cook County property tax disbursement has delayed these projects.

Phase One Room Renovation is amended to show the cost of the drain work to address the condensation issue. Phase Two is amended per expected actuals for the project.

### ***FY2026-27***

#### Operating Revenue

##### *Taxes*

Expected property tax was calculated two ways -

- 1) The 2025 levy reduced by 2% for uncollected taxes (\$1,699,602), increased by CPI (2.7%), - \$1,745,491.
- 2) Adding expected 2<sup>nd</sup> installment 2025 levy (\$780,429) to estimated 1<sup>st</sup> installment of 2026 levy (\$979,612) and reducing by 2% for uncollected taxes - \$1,724,840

I recommend budgeting in the middle of those two numbers, \$1,735,000.

#### Operating Expenses

##### *Total Personnel*

There is a 4.8% increase in Total Personnel. The \$963,500 Wages & Salaries line incorporates:

- Current employee wages of \$907,500
- Room for a 2.5% cost of living increase for all staff.
- Room for merit increases of up to 1.5%.
- Technology reimbursement cost of \$3,000.
- Excess for extra part-time shifts when people are sick, on vacation, or on leave.

I will recommend at Policy Committee that we update the Employee Tiers and Benefits policy to match the Village's health benefit contributions of 90% for PPO plans and 85% for HMO plans. At our current enrollment, that would cost \$67,000. The \$85,000 budgeted under the Medical Health Insurance Coverage line would allow for a rate increase and further enrollment. Full enrollment of eligible staff (which we have not reached in my time here) would be about \$90,000.

The IMRF line incorporates the new full-time position that has taken on Administrative Associate hours. *Illinois Public Library Standards* core human resources standard is to expend up to 70% of the operating budget on staff wages and benefits, and this budget reaches 64.5%.

Also of note –

- Programming shows a 6.3% overall increase to account for the opening of the Community Room.
- Consultant/Legal was lowered because the facility and space assessments raised this line for FY2526. There is some room for strategic plan consulting.
- Materials account for 11.4% of the budget. The intermediate state standard is for materials expenditures to range from 8-12%.
- Insurance assumes a 12% increase (as per LIRA's recommendation) from our actuals.
- Budgeted capital transfer is \$60,000, or 3.4% of expected tax revenue.

### Capital Revenue

Revenue includes a conservative estimate for interest as well as the budgeted capital transfer from operating. Excess revenues over expenditures will be included in the amended budget next year.

### Capital Expenses

The budget includes

- Six computer replacements and wireless access point replacements (Technology),
- A \$15,000 contingency for HVAC repairs and \$500,000 for HVAC upgrades (HVAC)
- Phased masonry repair (Exterior)
- Phased carpet replacement (Building)
- A general \$15,000 contingency
- \$450,000 set aside for phase one of the room renovation pay application.

Included in your packet is an updated 5-year Capital Projections spreadsheet. After discussing HVAC upgrades with engineering and architectural firms, I've doubled the budget for HVAC in FY2627. We will need to prioritize which building projects are necessary in the coming years. Depending on the actual cost of the HVAC upgrades, we could consider increasing the budgeted annual transfer or delaying some projects (office chairs, sidewalk/bollard/trash enclosure repair, ceiling tile, carpet, masonry).

Upcoming years include –  
FY2728

- Building: Phased carpet replacement (\$27,000), phased acoustic ceiling tile replacement (\$21,000), elevator (\$390,000)
- Roof: Skylight (\$60,000)

FY2829

- Building: Phased carpet and ceiling tile replacement (\$48,000)

FY2930

- Building: Phased ceiling tile replacement (\$21,000)
- Exterior: Phased masonry repair (\$44,000)

River Forest Public Library Budget 2026-27			
Capital Improvement Fund		Budget 2025-26	Proposed Amended Budget 2025-26
Revenues and Transfers			
<i>Revenues</i>	RFPL Foundation Grant	\$ 150,000	\$ 300,000
	Interest	\$ 15,000	\$ 15,000
<i>Transfers</i>	Budgeted Capital Transfer	\$ 60,000	\$ 60,000
	Additional Transfers from Operating	\$ -	\$ -
	Excess of revenues over expenditures from prior fiscal year	\$ -	\$ 166,711
<b>Total Revenues and Transfers</b>		<b>\$ 225,000</b>	<b>\$ 541,711</b>
Expenses			
	Technology	\$ 15,000	\$ 15,000
	HVAC	\$ 25,000	\$ 25,000
	Roof	\$ 60,000	\$ -
	Exterior	\$ 6,000	\$ 37,200
	Furniture	\$ 20,000	\$ 20,000
	Plumbing	\$ 30,000	\$ 5,000
	Building	\$ -	\$ 15,200
	Contingency	\$ 15,000	\$ 15,000
<i>Room Renovation Project Phase One</i>			
	Air handler Equipment and Installation	\$ 252,000	\$ 17,250



[illegible]

River Forest Public Library Budget 2026-27				
General Fund for Operation		Proposed Amended Budget 2025-26	Draft Budget 2026- 27	% Change from Amended Budget
Revenues				
	Property Taxes	\$ 1,685,000	\$ 1,735,000	3.0%
	Connections Program	\$ 3,500	\$ 3,500	0.0%
	Replacement Tax	\$ 16,000	\$ 21,700	35.6%
	Lost Materials Reimbursed	\$ 4,000	\$ 3,500	-12.5%
	Copy Machine Revenues	\$ 3,000	\$ 2,000	-33.3%
	Rentals-Library Space	\$ -	\$ -	0.0%
	Interest	\$ 23,000	\$ 25,000	8.7%
	RFPL Foundation Grants	\$ 50,000	\$ 40,000	-20.0%
	Gifts	\$ 200	\$ 50	-75.0%
	Illinois Per Capita Grant	\$ 17,400	\$ 17,300	-0.6%
	Grants, Other	\$ 5,500	\$ 6,000	9.1%
	Liebner Fund Endowment Distribution	\$ 4,250	\$ 4,300	1.2%
	Miscellaneous Income	\$ 200	\$ 550	175.0%
	<b>Total Revenues</b>	<b>\$ 1,812,050</b>	<b>\$ 1,858,900</b>	<b>2.6%</b>
Expenses				
Personnel				
	Wages & Salaries	\$ 933,500	\$ 963,500	3.2%
	Medical Health Insurance Coverage	\$ 70,200	\$ 85,000	21.1%
	IMRF	\$ 51,500	\$ 59,000	14.6%
	FICA, Medicare	\$ 71,500	\$ 73,800	3.2%
	Staff Recognition	\$ 5,600	\$ 5,750	2.7%
	Membership Dues	\$ 3,000	\$ 3,000	0.0%
	Staff Training and Development	\$ 7,250	\$ 7,500	3.4%
	<b>Total Personnel</b>	<b>\$ 1,142,550</b>	<b>\$ 1,197,550</b>	<b>4.8%</b>
		63.1%	64.4%	2.2%
Printing and Advertising				
	Newsletter	\$ 7,000	\$ 7,600	8.6%
	Advertising	\$ 5,000	\$ 5,250	5.0%
	<b>Total Printing and Advertising</b>	<b>\$ 12,000</b>	<b>\$ 12,850</b>	<b>7.1%</b>
		0.7%	0.7%	4.4%
Programming				
	Children's Programs	\$ 19,000	\$ 20,400	7.4%
	Teen Programs	\$ 9,000	\$ 9,500	5.6%

	Adult Programs	\$ 19,500	\$ 21,000	7.7%
	Special Programs	\$ 7,000	\$ 7,250	3.6%
	Connections Programs	\$ 3,500	\$ 3,500	0.0%
	Total Programs	\$ 58,000	\$ 61,650	6.3%
		3.2%	3.3%	3.6%
	<b>Total Advertising &amp; Programming</b>	<b>\$ 70,000</b>	<b>\$ 74,500</b>	6.4%
		3.9%	4.0%	3.7%
Support Services				
	ILL and RB Services	\$ 1,200	\$ 1,200	0.0%
	Technical Support (IT)	\$ 27,750	\$ 29,500	6.3%
	Automation - SWAN / RAILS and Website	\$ 44,250	\$ 45,000	1.7%
	Consultant / Legal	\$ 40,000	\$ 25,000	-37.5%
	Postage & Delivery	\$ 4,250	\$ 4,250	0.0%
	Audit	\$ 12,250	\$ 12,500	2.0%
	Payroll and employment services	\$ 6,200	\$ 7,000	12.9%
	Youth Interventionist Contract	\$ 5,350	\$ 5,500	2.8%
	Telephone/Internet	\$ 13,500	\$ 13,750	1.9%
	Trustee Training and Memberships	\$ 1,250	\$ 1,250	0.0%
	Copy Machine Leases	\$ 3,200	\$ 3,000	-6.3%
	<b>Total Other Support Servies</b>	<b>\$ 159,200.00</b>	<b>\$ 147,950.00</b>	-7.1%
		8.8%	8.0%	-9.4%
Library Materials				
	Books	\$ 82,000	\$ 82,000	0.0%
	Print Periodicals	\$ 7,500	\$ 7,500	0.0%
	Automated Subscriptions (databases)	\$ 14,200	\$ 15,000	5.6%
	Digital Content (ebooks, movies, music)	\$ 88,000	\$ 91,000	3.4%
	In-House AV & Other Nonprint Materials	\$ 16,000	\$ 16,000	0.0%
	Total Library Materials	\$ 207,700	\$ 211,500	1.8%
		11.5%	11.4%	-0.7%
Library and Office Supplies				
	Office Supplies	\$ 4,000	\$ 4,000	0.0%
	Library Supplies	\$ 5,300	\$ 5,300	0.0%
	Copy And Printing Supplies	\$ 2,100	\$ 2,100	0.0%
	Misc Expenses	\$ 2,600	\$ 2,750	5.8%
	Total Library and Office Supplies	\$ 14,000	\$ 14,150	1.1%
		0.8%	0.8%	-1.5%
	<b>Total Library Materials and Supplies</b>	<b>\$ 221,700</b>	<b>\$ 225,650</b>	1.8%
		12.2%	12.1%	-0.8%
	<b>Strategic Initiatives</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	0.0%
		0.8%	0.8%	-2.5%
Facilities Management				
Facility Supplies				
	Building Materials & Supplies	\$ 7,000	\$ 7,500	7.1%
	<b>Total Facility Supplies</b>	<b>\$ 7,000</b>	<b>\$ 7,500</b>	7.1%

		0.4%	0.4%	4.4%
Facility Services				
	Insurance	\$ 23,850	\$ 22,000	-7.8%
	Maintenance and Custodial Services	\$ 87,000	\$ 87,000	0.0%
	Water	\$ 3,000	\$ 2,000	-33.3%
	Natural Gas	\$ 12,000	\$ 12,000	0.0%
	Copier Maintenance and Usage	\$ 2,250	\$ 2,250	0.0%
	Total Facilities Services	\$ 128,100	\$ 125,250	-2.2%
		7.1%	6.7%	-4.7%
Furniture & Technology				
	Furniture	\$ 4,000	\$ 2,500	-37.5%
	Technology Misc.	\$ 3,000	\$ 3,000	0.0%
	Total Furniture & Technology	\$ 7,000	\$ 5,500	-21.4%
		0.4%	0.3%	-23.4%
	<b>Total Facilities Management</b>	<b>\$ 142,100</b>	<b>\$ 138,250</b>	<b>-2.7%</b>
		7.8%	7.4%	-5.2%
	Total Operating Expenses	\$ 1,750,550	\$ 1,798,900	2.8%
		96.6%	96.8%	0.2%
	Budgeted Capital Transfer (minimum of 2.5% of tax revenues)	\$ 60,000	\$ 60,000	0.0%
		3.3%	3.2%	-2.5%
	<b>Total</b>	<b>\$ 1,810,550</b>	<b>\$ 1,858,900</b>	<b>2.7%</b>
	<b>Approved ____2026</b>			

River Forest Public Library Budget 2026-27			
Capital Improvement Fund		Proposed Amended Budget 2025-26	Draft Budget 2026-27
Revenues and Transfers			
<i>Revenues</i>	RFPL Foundation Grant	\$ 300,000	\$ -
	Interest	\$ 15,000	\$ 22,000
<i>Transfers</i>	Budgeted Capital Transfer	\$ 60,000	\$ 60,000
	Additional Transfers from Operating	\$ -	\$ -
	Excess of revenues over expenditures from prior fiscal year	\$ 166,711	\$ -
<b>Total Revenues and Transfers</b>		<b>\$ 541,711</b>	<b>\$ 82,000</b>
Expenses			
	Technology	\$ 15,000	\$ 25,000
	HVAC	\$ 25,000	\$ 515,000
	Roof	\$ -	\$ -
	Exterior	\$ 37,200	\$ 44,000
	Furniture	\$ 20,000	\$ -
	Plumbing	\$ 5,000	
	Building	\$ 15,200	\$ 27,000
	Contingency	\$ 15,000	\$ 15,000
	<i>Room Renovation Project Phase One</i>	\$ 17,250	\$ 450,000
	<i>Room Renovation Project Phase Two</i>		
	Room Renovation and Bathroom Installation	\$ 332,200	\$ -
	Architect Fees	\$ 36,600	\$ -
<b>Total Capital Expenses</b>		<b>\$ 518,450</b>	<b>\$ 1,076,000</b>
Approved _____			

	2025-26	2026-27	2027-28	2028-29	2029-30
Capital Improvement Fund Balance 5/1	\$ 1,125,890	\$ 1,122,836	\$ 242,114	\$ (125,886)	\$ (43,886)
Transfer previous FY excess of revenues over expenditures	\$ 166,711	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Budgeted transfer from operating	\$ 60,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Additional transfers from operating					
Grants	\$ 300,000				
Interest	\$ 34,500	\$ 16,500			
Reimbursements					
Total Funds Available	\$ 1,687,101	\$ 1,314,336	\$ 417,114	\$ 49,114	\$ 131,114
Projects					
Technology	\$ 15,049	\$ 25,000	\$ 15,000	\$ 15,000	\$ 15,000
HVAC	\$ 25,000	\$ 515,000	\$ 15,000	\$ 15,000	\$ 15,000
Furniture/Equipment	\$ 25,400				
Room Renovation Phase One	\$ 22,047	\$ 446,222			
Room Renovation Phase Two Option B	\$ 367,770				
Plumbing	\$ 5,000				
Building	\$ 36,000	\$ 27,000	\$ 438,000	\$ 48,000	\$ 21,000
Roof			\$ 60,000		
Exterior	\$ 53,000	\$ 44,000			\$ 44,000
Contingency	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Total Expenditures	\$ 564,266	\$ 1,072,222	\$ 543,000	\$ 93,000	\$ 110,000
Capital Improvement Fund Balance 4/30	\$ 1,122,836	\$ 242,114	\$ (125,886)	\$ (43,886)	\$ 21,114

Excess operating revenue history

2024-25	\$ 166,711	2019-20	\$ 99,650
2023-24	\$ 247,490	2018-19	\$ 113,000
2022-23	\$ 170,080	2017-18	\$ 107,658
2021-22	\$ 196,085	2016-17	\$ 140,845
2020-21	\$ 161,274		

	2025-26	2026-27	2027-28	2028-29	2029-30
Capital Improvement Fund Balance 5/1	\$ 1,125,890	\$ 1,176,036	\$ 339,314	\$ 19,314	\$ 101,314
Transfer previous FY excess of revenues over expenditures	\$ 166,711	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Budgeted transfer from operating	\$ 60,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Additional transfers from operating					
Grants	\$ 300,000				
Interest	\$ 34,500	\$ 16,500			
Reimbursements					
Total Funds Available	\$ 1,687,101	\$ 1,367,536	\$ 514,314	\$ 194,314	\$ 276,314
Projects					
Technology	\$ 15,049	\$ 25,000	\$ 15,000	\$ 15,000	\$ 15,000
HVAC	\$ 25,000	\$ 515,000	\$ 15,000	\$ 15,000	\$ 15,000
Furniture/Equipment	\$ 5,400				
Room Renovation Phase One	\$ 22,047	\$ 446,222			
Room Renovation Phase Two Option B	\$ 367,770				
Plumbing	\$ 5,000				
Building	\$ 36,000	\$ 27,000	\$ 390,000	\$ 48,000	\$ 21,000
Roof			\$ 60,000		
Exterior	\$ 34,800				\$ 44,000
Contingency		\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Total Expenditures	\$ 511,066	\$ 1,028,222	\$ 495,000	\$ 93,000	\$ 110,000
Capital Improvement Fund Balance 4/30	\$ 1,176,036	\$ 339,314	\$ 19,314	\$ 101,314	\$ 166,314

Excess operating revenue history

2024-25	\$ 166,711	2019-20	\$ 99,650
2023-24	\$ 247,490	2018-19	\$ 113,000
2022-23	\$ 170,080	2017-18	\$ 107,658
2021-22	\$ 196,085	2016-17	\$ 140,845
2020-21	\$ 161,274		

## APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702

OWNER: Board of Library Trustees of the River Forest Public

Library, Cook County Illinois

735 Lathrop Avenue

River Forest, IL 60305

CONTRACTOR:

Henricksen

1101 West Thorndale Avenue

Itasca, IL 60143

PROJECT:

River Forest Public Library

River Forest, IL

Community Room Project

VIA ARCHITECT:

Engberg Anderson, Inc

8618 West Catalpa Ave, Suite 1116

Chicago, IL 60656

APPLICATION NO.: 2

Distribution To:

OWNER

ARCHITECT

CONTRACTOR

x

ORDER

25061494

APPLICATION DATE:

2/4/2026

PERIOD TO:

2/28/2026

Project #:

243767

CONTRACT DATE:

6/23/2025

## 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
2. Net change by Change Orders
3. CONTRACT SUM TO DATE (Line 1 + 2)
4. TOTAL COMPLETED & STORED TO DATE
5. RETAINAGE:

A. of Completed Work

(Columns D + E on G703)

B. % of Stored Material

(Column F on G703)

Total Retainage (Line 5a + 5b or

Total in Column I of G703)

## 6. TOTAL EARNED LESS RETAINAGE:

(Line 4 less Line 5 Total)

## 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from Prior Certificate)

## 8. CURRENT PAYMENT DUE

## 9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6)

\$22,923.00

\$0.00

\$22,923.00

\$22,923.00

\$2,269.53

\$20,653.47

\$5,111.98

\$15,541.49

\$2,269.53

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total Changes approved in previous month by Owner.	\$0.00	\$0.00
Total approved this Month.	\$0.00	\$0.00
Total	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	\$0.00

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner, and that the current payment shown herein is now due.

CONTRACTOR: Henricksen

By:

State of: Illinois

County Of: DuPage

Subscribed and sworn to before

me this 4th day of February, 2026

Notary Public:

My Commission expires:

02/04/26

Date:

02/04/26 CST

OFFICIAL SEAL

RIC SABATINO

Notary Public, State of Illinois

Commission No 930453

My Commission Expires April 20, 2029

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this 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 in the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

(\$15,541.49)

(Attach explanation if amount certified differs from the amount applied for. Initial

all figures on this Application and on the Continuation Sheet that are changed to

conform to the amount certified.)

ARCHITECT

By:

Date:

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.



CONTINUATION SHEET

AM Document G703

(instructions on reverse side)

Page 2 of 2 Pages

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

APPLICATION NO.: 2

25061494

Contractor's signed Certification is attached.

APPLICATION DATE: 2/4/2026

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 2/28/2026

Use Column I on Contracts where variable retainage for line items may apply.

PROJECT #: 46081

A	B	C	D		E		F	G	H	I
			From Previous Application (D+E)	Scheduled Value	Work Completed This Period	Materials not presently stored in D or E				
1	FURNITURE	\$18,013.22	\$5,426.96		\$12,586.26	\$0.00		\$18,013.22	\$0.00	\$1,801.32
2	FREIGHT & INSTALL	\$4,682.06	\$0.00		\$4,682.06	\$0.00		\$4,682.06	\$0.00	\$468.21
3	PERF. BOND	\$227.72	\$227.72		\$0.00	\$0.00		\$227.72	\$0.00	\$0.00
APPROVED CHANGE ORDERS:										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
BASE TOTALS		\$22,923.00	\$5,426.96		\$17,268.32	\$0.00		\$22,923.00	\$0.00	\$2,269.53
CHANGE ORDERS		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
GRAND TOTALS		\$22,923.00	\$5,426.96		\$17,268.32	\$0.00		\$22,923.00	\$0.00	\$2,269.53

AIA DOCUMENT G703 - APPLICATION FOR PAYMENT \*MAY 1983 EDITION\* AIA\* O 1983

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W. WASHINGTON, D.C. 20006

G703-1983