



**River Forest Public Library  
March 16, 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. Resolution honoring Trustee Long – vote: Trustee Emerita
5. Election of Secretary: Trustee O’Neill
6. 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
7. Patron Suggestions
8. Director’s Report
9. President’s Report
10. New business
  - a. Committees: (Report/Discussion/Action)
    - i. Facilities Committee
    - ii. Finance Committee
      - FY2025-26 Amended capital budget – vote
      - FY2026-27 Operating and capital budgets – vote
      - FY2024-25 Excess revenues (\$166,711) capital reserve transfer – vote
      - FY2025-26 Budgeted (\$60,000) capital reserve transfer - vote
    - iii. Policy Committee
  - b. RFPL Foundation Liaison
  - c. Village of River Forest Collaboration Committee Liaison
  - d. Motion to declare a vacancy in the Office of Library Board Trustee Eleanor Long due to resignation
11. Old business
  - a. Phase two (Community Room, Children’s office space, bathroom) renovation project
    - i. Midwest Services & Development pay application (\$70,070) - vote
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.*

## **Emerita Resolution**

Approving the Appointment of Ms. Eleanor Long as  
Distinguished Emerita Trustee of the River Forest Public Library,  
River Forest, Illinois

**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 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 other appropriate Village of River Forest Officials.

Approved by unanimous vote of the RFPL Board of Trustees, March 16, 2026  
River Forest Public Library, River Forest, Illinois

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

### **Meeting Minutes: Regular Board Meeting: February 17, 2026, 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, Lindsay McIntyre, Katie O'Neill, Nathan Root. Simon Saddleton was absent.
- Also Present: Emily Compton (RFPL Director), Shannon Duffy (RFPL Assistant Director)

**Visitors and Guests:** Lynn Libera, River Forest Park District Liaison

**Visitor Comments:** none

#### **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

Trustee Berens moved to approve Consent Agenda items a-e, and Trustee McIntyre seconded the motion. Discussion included the wording of the Collection Management Policy. A minor proposed change to the policy will be eliminated in favor of the current wording. The motion passed on a roll call vote.

Roll Call Vote:

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

#### **Patron Suggestions:**

Director Compton reported no suggestions were received since the last meeting. The Board discussed an issue with the Meeting Room policy raised by a patron to a trustee and asked the Policy Committee to revisit the policy at its next meeting.

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

In addition to her written report, Director Compton discussed:

- The Library will be part of an ad campaign on the Union Pacific West Metra line. The ad will feature a QR code that opens a landing page with links to each library found along the route. The campaign will go live in March.
- The Community Room is open for reservations per the meeting room guidelines and walk-up reservations for study space. Children's Room is using the room for open play from 10:30am to 12:30pm weekdays. The RFPL management team has been using it for meetings.

## **President's Report:**

President Delano noted that Congress passed a spending bill for libraries which included a modest increase in funding from last year. He recommended that trustees familiarize themselves with the Illinois Library Association (ILA) Trustee group. The group publishes monthly newsletters about topics that trustees should be aware of and offers training sessions as well.

## **New Business**

### **Committee Reports**

#### **Facilities Committee**

The Facilities Committee is actively engaged in the space needs assessment process. They have a meeting on February 18<sup>th</sup> to discuss the information from workshop 2 and decide on what they'd like to pursue further. There will be more to discuss later in Old Business.

#### **Finance Committee**

The Finance Committee met and discussed the drafts of the amended 2025-26 budget and 2026-27 budget.

#### **FY2025-26 amended operating and capital budget drafts – discussion**

Director Compton is not recommending any amendments to the Operating budget now and will continue to monitor it before the March board meeting. The proposed amendments to the Capital budget revenues include the RFPL Foundation grant and the revenue over expenditures transfer from 2024-25. Proposed amendments to the Capital budget expenses reflect items identified in the facility assessment. The skylight repair project was deferred and should be removed from this fiscal year; the exterior sign installation and trash enclosure replacement need to be added. Property tax money has only just started coming in, so some projects may be pushed to next fiscal year.

#### **FY2026-27 operating and capital budget drafts – discussion**

Director Compton explained the formula for estimating the amount of property tax revenue that the Library can expect. Operating revenue also includes interest from the Library's new money market accounts and two Township grants, one for teen and middle school programs and one for adult programs. Operating expenses include an increase in wages to account for 2.5% cost of living raises and up to 1.5% merit raises. There is a significant increase in medical expenses in line with Director Compton's recommendation to update the Employee Tiers and Benefits policy. IMRF is higher due to an additional full-time employee on staff. Programming will increase to account for use of the new Community Room. With completion of the facility and space needs assessments, consultant and legal fees will be lower in the new fiscal year. Capital revenue includes a conservative estimate for interest and budgeted transfer. Capital expenses included six planned computer replacements and wireless access points, phased masonry repair, and phased carpet replacement.

After speaking with several engineers about the project, Director Compton plans to double the HVAC budget to fund the upcoming HVAC upgrades.

The Board will vote on the amended 2025-26 and 2026-27 budgets at the March meeting.

### **Policy Committee**

The Policy Committee has a meeting scheduled for April 10<sup>th</sup>.

### **RFPL Foundation Liaison**

Trustee Berens thanked the Board for attending the donor event. The attendees were impressed with the new space. The Foundation will have a workshop at 5pm on March 16<sup>th</sup> before the RFPL Board meeting at 6pm. Trustee Berens will send out information ahead of the workshop.

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

The Committee has not met since December. They have a meeting on February 25<sup>th</sup>.

### **Old Business**

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

The drain work is complete. IMEG came and said it looked like it was well done. Director Compton will continue to monitor the situation outside in the spring.

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

A change order for moving the shelving came in. Punch list items are nearly done. Midwest Services and Development opted to wait until all items are complete before submitting their final pay application. It should be on the March Board agenda. The shelving unit was ordered and should arrive in the spring.

#### **Henricksen pay application (\$15,541.49) – vote**

Trustee Berens moved to approve Henricksen's pay application in the amount of \$15,541.49 for furniture and storage units. The motion was seconded by Trustee Delano and passed on a roll call vote.

Roll Call Vote:

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

### **Adjournment**

The meeting was adjourned at 6:57pm following a motion by Trustee Berens, which was seconded by Trustee McIntyre. All approved, and the meeting was adjourned.

Respectfully submitted,  
Elan Long, Secretary



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

<b>Account:</b>	<b>February-26</b>	<b>YTD</b>	<b>2025-2026</b>	<b>% of Budget</b>
				<b>83% as of 2/28/2026</b>
Property Taxes	\$ 84,276.73	\$ 737,452.61	\$ 1,685,000	43.77%
Connections Program Grant	\$ -	\$ 797.48	\$ 3,500	22.79%
Replacement Taxes	\$ -	\$ 17,316.47	\$ 16,000	108.23%
Lost Books Reimbursed	\$ 139.14	\$ 2,943.54	\$ 4,000	73.59%
Copy Machine Revenue	\$ 217.68	\$ 1,802.88	\$ 3,000	60.10%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 1,880.93	\$ 22,918.45	\$ 23,000	99.65%
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%
<b>Total:</b>	<b>\$ 86,514.48</b>	<b>\$ 837,114.74</b>	<b>\$ 1,812,050</b>	<b>46.20%</b>
<b>Income:</b>	<b>\$ 86,514.48</b>	<b>\$ 837,114.74</b>	<b>\$ 1,812,050</b>	<b>46.20%</b>
<b>Expense:</b>	<b>\$ 120,160.59</b>	<b>\$ 1,298,277.57</b>	<b>\$ 1,812,050</b>	<b>71.65%</b>

Prepared 3.6.26



River Forest Public Library

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

Expense Report: Feb-26

February-26

Fiscal YTD

Actual % Budget

25-26  
Budget

83% as of 2/28/2026

Expenses

Personnel

Wages & Salaries	\$ 70,374.56	\$ 726,382.80	77.81%	\$ 933,500
Medical Health Insurance Coverage	\$ 3,996.67	\$ 42,354.03	60.33%	\$ 70,200
IMRF	\$ 4,244.15	\$ 41,100.85	79.81%	\$ 51,500
Medicare/FICA	\$ 5,263.06	\$ 54,019.14	75.55%	\$ 71,500
Staff Recognition	\$ 486.44	\$ 3,153.99	56.32%	\$ 5,600
Membership Dues	\$ 150.00	\$ 1,695.00	56.50%	\$ 3,000
Staff Training & Development	\$ 256.00	\$ 4,392.36	60.58%	\$ 7,250
<b>Total Personnel</b>	<b>\$ 84,770.88</b>	<b>\$ 873,098.17</b>	<b>76.42%</b>	<b>\$ 1,142,550</b>

Advertising & Programming

*Printing & Advertising*

Newsletter	\$ -	\$ 4,855.00	69.36%	\$ 7,000
Advertising	\$ 379.37	\$ 2,169.25	43.39%	\$ 5,000
<b>Total Printing &amp; Advertising</b>	<b>\$ 379.37</b>	<b>\$ 7,024.25</b>	<b>58.54%</b>	<b>\$ 12,000</b>

*Programming*

Children's Programs	\$ 828.77	\$ 9,373.76	49.34%	\$ 19,000
Teen Programs	\$ 647.14	\$ 4,398.14	48.87%	\$ 9,000
Adult Programs	\$ 43.99	\$ 12,725.55	65.26%	\$ 19,500
Special Programs	\$ 365.13	\$ 5,376.06	76.80%	\$ 7,000
Connections Programs	\$ 9.99	\$ 1,115.34	31.87%	\$ 3,500
<b>Total Programs</b>	<b>\$ 1,895.02</b>	<b>\$ 32,988.85</b>	<b>56.88%</b>	<b>\$ 58,000</b>
<b>Total Advertising &amp; Programming</b>	<b>\$ 2,274.39</b>	<b>\$ 40,013.10</b>	<b>57.16%</b>	<b>\$ 70,000</b>

Support Services

ILL & RB Services	\$ 78.24	\$ 666.99	55.58%	\$ 1,200
Technical Support (IT)	\$ -	\$ 19,396.43	69.90%	\$ 27,750
Automation Administration	\$ 783.71	\$ 29,059.48	65.67%	\$ 44,250
Consultant Fees/Legal Fees	\$ 8,258.62	\$ 29,383.62	70.80%	\$ 41,500

Postage & Delivery	\$ 20.99	\$ 4,019.19	94.57%	\$ 4,250
Audit	\$ -	\$ 8,900.00	72.65%	\$ 12,250
Payroll & Employment Services	\$ 746.99	\$ 5,592.97	90.21%	\$ 6,200
Youth Interventionist Contract	\$ 1,327.25	\$ 3,938.00	73.61%	\$ 5,350
Telephone/Internet	\$ 994.64	\$ 10,461.87	77.50%	\$ 13,500
Trustee Training & Memberships	\$ -	\$ -	0.00%	\$ 1,250
Copy Machine Lease	\$ 236.91	\$ 2,071.36	64.73%	\$ 3,200
<b>Total Support Services</b>	<b>\$ 12,447.35</b>	<b>\$ 113,489.91</b>	<b>70.62%</b>	<b>\$ 160,700</b>

**Materials & Supplies**

*Library Materials*

Books	\$ 5,710.40	\$ 57,180.13	69.73%	\$ 82,000
Print Periodicals	\$ 64.99	\$ 6,649.62	88.66%	\$ 7,500
Automated Subscriptions (databases)	\$ -	\$ 15,446.42	108.78%	\$ 14,200
Digital Content (ebooks, movies, music)	\$ 7,138.13	\$ 75,511.42	85.81%	\$ 88,000
AV & Other Nonprint Materials	\$ 691.51	\$ 12,573.26	78.58%	\$ 16,000
<b>Total Library Materials</b>	<b>\$ 13,605.03</b>	<b>\$ 167,360.85</b>	<b>80.58%</b>	<b>\$ 207,700</b>

*Library & Office Supplies*

Office Supplies	\$ 151.92	\$ 1,355.75	33.89%	\$ 4,000
Library Supplies	\$ 353.02	\$ 2,949.45	55.65%	\$ 5,300
Copy & Printing Supplies	\$ 78.89	\$ 1,304.54	62.12%	\$ 2,100
Misc Expenses	\$ 167.10	\$ 1,667.78	64.15%	\$ 2,600
<b>Total Library &amp; Office Supplies</b>	<b>\$ 750.93</b>	<b>\$ 7,277.52</b>	<b>51.98%</b>	<b>\$ 14,000</b>
<b>Total Materials &amp; Supplies</b>	<b>\$ 14,355.96</b>	<b>\$ 174,638.37</b>	<b>78.77%</b>	<b>\$ 221,700</b>

**Strategic Initiatives**

<b>Strategic Initiatives</b>	<b>\$ 782.00</b>	<b>\$ 782.00</b>	<b>5.21%</b>	<b>\$ 15,000</b>
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**Facilities Management**

*Facility Supplies*

<b>Building Materials &amp; Supplies</b>	<b>\$ 139.05</b>	<b>\$ 4,541.05</b>	<b>64.87%</b>	<b>\$ 7,000</b>
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*Facility Services*

Insurance	\$ -	\$ 19,014.41	79.72%	\$ 23,850
Maintenance & Custodial Service	\$ 4,529.84	\$ 60,135.62	69.12%	\$ 87,000
Water	\$ 282.62	\$ 1,399.64	46.65%	\$ 3,000
Natural Gas	\$ -	\$ 7,731.19	64.43%	\$ 12,000
Copier Maintenance & Usage	\$ 153.50	\$ 1,456.06	64.71%	\$ 2,250

	<b>Total Facility Services</b>	\$ 4,965.96	\$ 89,736.92	70.05%	\$ 128,100
<i>Furniture &amp; Technology</i>	Furniture	\$ -	\$ 137.28	3.43%	\$ 4,000
	Technology Misc.	\$ 425.00	\$ 1,840.77	61.36%	\$ 3,000
	<b>Total Furniture &amp; Technology</b>	<b>\$ 425.00</b>	<b>\$ 1,978.05</b>	<b>28.26%</b>	<b>\$ 7,000</b>
	<b>Total Facilities Management</b>	<b>\$ 5,530.01</b>	<b>\$ 96,256.02</b>	<b>67.74%</b>	<b>\$ 142,100</b>
<b>Totals</b>	<b>Total Operating Expenses</b>	<b>\$ 120,160.59</b>	<b>\$ 1,298,277.57</b>	<b>74.10%</b>	<b>\$ 1,752,050</b>
	<b>Capital Improvement Reserve Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 60,000</b>
	<b>Total Expenses</b>	<b>\$ 120,160.59</b>	<b>\$ 1,298,277.57</b>	<b>71.65%</b>	<b>\$ 1,812,050</b>
	<b>Total Income</b>	<b>\$ 86,514.48</b>	<b>\$ 837,114.74</b>	<b>46.20%</b>	<b>\$ 1,812,050</b>

Prepared 3.6.26

## River Forest Public Library Bills and Applied Payments

February 2026

Date	Type	Memo/Description	Amount
<b>Alarm Detection Services</b>			
02/18/2026	Bill Payment (Check)		-282.66
02/08/2026	Bill	QUARTERLY FIRE ALARM CHARGES/MAR-MAY	282.66
02/24/2026	Bill Payment (Check)		-264.00
02/16/2026	Bill	ALARM TROUBLE-SHOOTING	264.00
<b>AMAZON</b>			
02/11/2026	Bill Payment (Check)		-291.70
01/28/2026	Bill	LOLLIPOPS/IN-SERVICE	11.21
01/25/2026	Bill	BAGS/FAMILY FUN BAG SUPPLIES	24.65
02/03/2026	Vendor Credit	INVOICE #19TP-9WJW-14FP REFUND/SURGE PROTECTOR	-55.00
02/01/2026	Bill	DOOR STOPPERS	6.99
02/01/2026	Bill	MAGNETIC TAPE	19.98
02/01/2026	Bill	SURGE PROTECTORS	55.00
02/03/2026	Bill	DD BATTERIES	14.88
02/03/2026	Bill	BOOKS	15.00
02/03/2026	Bill	PALENTINE'S PROGRAM SUPPLIES	54.14
02/04/2026	Bill	DESK SUPPLIES	12.79

02/09/2026	Bill	GEL PENS/LETTERS FROM S'MORE	12.59
02/09/2026	Bill	HEART DOILIES	7.99
02/09/2026	Bill	MOUSE PAD/CHILDREN'S OFFICE	10.99
02/09/2026	Bill	CAPITAL**TABLECLOTHS/COMMUNITY ROOM	90.57
01/28/2026	Bill	GELATO REPLACEMENT/BACK UP	30.95
01/29/2026	Bill	DRAFT STOPPER	30.59
02/24/2026	Bill Payment (Check)		-659.50
02/11/2026	Bill	CAPITAL**TABLECLOTHS FOR COMMUNITY ROOM	88.14
02/10/2026	Bill	TONER FOR PRINTER	78.89
02/07/2026	Bill	SHARPIE MARKERS	22.79
02/07/2026	Bill	CUPS FOR TEEN TASTERS	9.98
02/07/2026	Bill	COMPOSTABLE PLATES	23.74
02/01/2026	Bill	SURGE PROTECTORS	55.00
02/12/2026	Bill	DOUBLE STICK VELCRO	15.18
02/17/2026	Bill	GLITTER PEN	13.29
02/16/2026	Bill	STAFF DEVELOPMENT/MARKETING BOOKS	41.20
02/15/2026	Bill	BOOKS	183.28
02/15/2026	Bill	BOOKS	109.42
02/15/2026	Bill	BLINDFOLDS/OREO PROGRAM	5.99
02/14/2026	Bill	BLINDFOLDS/OREO PROGRAM	5.99
02/14/2026	Bill	MIDDLE SCHOOL MAKERS SUPPLIES	9.99

**ANDERSON  
ELEVATOR  
COMPANY**

02/11/2026	Bill Payment (Check)		-225.00
02/01/2026	Bill	MONTHLY ELEVATOR MAINTENANCE	225.00

**BayScan  
Technologies**

02/10/2026	Bill Payment (Check)		-193.70
01/29/2026	Bill	ADHESIVE RECEIPT PAPER	193.70

**Bollywood  
Groove & Culture  
Groove**

02/18/2026	Bill Payment (Check)		-650.00
02/08/2026	Bill	HOLI PROGRAM	650.00

**CDS Office  
Technologies**

02/10/2026	Bill Payment (Check)		-153.50
01/15/2026	Bill	JANUARY 2026 COPY USAGE & MAINTENANCE	153.50

**Cintas Fire  
Protection**

02/10/2026	Bill Payment (Check)		-108.00
01/31/2026	Bill	AED subscription	108.00

**CleanNet of  
Illinois**

02/10/2026	Bill Payment (Check)		-1,549.80
02/01/2026	Bill	MONTHLY CLEANING FEE	1,549.80

**Comcast  
BUSINESS**

02/10/2026	Bill Payment (Check)		-270.03
01/27/2026	Bill	FEBRUARY INTERNET BILL	270.03

**COMCAST  
BUSINESS  
(VoiceEdge\*)**

02/10/2026	Bill Payment (Check)		-724.61
02/09/2026	Bill	FEBRUARY 2026 PHONE BILL	724.61

**Engberg-  
Anderson, Inc.**

02/10/2026	Bill Payment (Check)		-8,258.62
01/31/2026	Bill	OPERATING* SPACE NEEDS ANALYSIS	8,258.62
02/18/2026	Bill Payment (Check)		-1,534.00
01/31/2026	Bill	CAPITAL**CONSTRUCTION ADMINISTRATION	1,534.00

**GLEN ELLYN  
PUBLIC  
LIBRARY**

02/18/2026	Bill Payment (Check)		-782.00
02/14/2026	Bill	METRA AD CAMPAIGN	782.00

**Hoopla**

02/11/2026	Bill Payment (Check)		-2,826.54
01/31/2026	Bill	JANUARY HOOPLA DOWNLOADS	2,826.54

**Ingram Library  
Services**

02/18/2026	Bill Payment (Check)		-3,024.74
01/26/2026	Bill	BOOKS	355.61
01/28/2026	Bill	BOOKS	224.79
01/29/2026	Bill	BOOKS	199.63
01/29/2026	Bill	BOOKS	196.59
01/29/2026	Bill	BOOKS	242.43
02/02/2026	Bill	BOOKS	80.57
02/02/2026	Bill	BOOKS	558.66
02/03/2026	Bill	BOOKS	209.66
02/05/2026	Bill	BOOK	19.20
02/05/2026	Bill	BOOKS	434.33
02/09/2026	Bill	BOOKS	269.32
02/09/2026	Bill	BOOK	22.29
02/09/2026	Bill	BOOKS	140.96
02/10/2026	Bill	BOOKS	70.70
02/24/2026	Bill Payment (Check)		-1,689.62

02/17/2026	Bill	BOOKS	159.17
02/17/2026	Bill	BOOKS	230.84
02/15/2026	Bill	BOOKS	254.43
02/13/2026	Bill	BOOKS	241.15
02/12/2026	Bill	BOOKS	572.02
01/22/2026	Bill	BOOKS	232.01

### Kanopy

02/11/2026	Bill Payment (Check)		-318.75
01/31/2026	Bill	JANUARY KANOPY DOWNLOADS	318.75

### MIDWEST TAPE

02/11/2026	Bill Payment (Check)		-315.58
02/05/2026	Bill	AUDIOBOOK CDS	70.96
02/05/2026	Bill	DVD	29.68
01/28/2026	Bill	DVDS	100.72
01/23/2026	Bill	DVD	27.43
01/23/2026	Bill	DVDS	86.79
02/24/2026	Bill Payment (Check)		-198.13
02/12/2026	Bill	BLU-RAY	36.43
02/12/2026	Bill	DVDS	118.72
02/12/2026	Bill	AUDIOBOOK CD	42.98

**OAK PARK  
TOWNSHIP  
YOUTH  
SERVICES**

02/24/2026	Bill Payment (Check)		-1,327.25
02/11/2026	Bill	Q2-OCTOBER-DECEMBER 2025	1,327.25

**OUTSOURCE  
SOLUTIONS  
GROUP, INC.**

02/24/2026	Bill Payment (Check)		-564.06
02/11/2026	Bill	FIREWALL RENEWAL	564.06

**OverDrive**

02/11/2026	Bill Payment (Check)		-3,232.85
01/27/2026	Bill	3 EBOOKS,2 AUDIOBOOKS	271.49
02/03/2026	Bill	4 EBOOKS, 2 AUDOBOOKS	292.39
01/29/2026	Bill	7 EBOOKS, 7 AUDIOBOOKS	918.44
01/28/2026	Bill	21 EBOOKS, 16 AUDIOBOOKS	1,673.54
01/23/2026	Bill	1 EBOOK	19.99
01/21/2026	Bill	1 AUDIOBOOK	57.00
02/24/2026	Bill Payment (Check)		-179.99
02/10/2026	Bill	3 EBOOKS	114.99
02/09/2026	Bill	1 EBOOK	65.00

**PEAC  
SOLUTIONS**

02/10/2026	Bill Payment (Check)		-236.91
01/23/2026	Bill	COPIER LEASE/ 1-14-26 to 2-13-26	236.91

**PROFESSIONAL  
IMAGE**

02/10/2026	Bill Payment (Check)		-13.45
02/05/2026	Bill	STAFF NAME TAG	13.45

**RAILS**

02/10/2026	Bill Payment (Check)		-310.00
02/05/2026	Bill	SWANK MOVIE LICENSE FEE 1/26-12/26	310.00

**S&D PRIME  
MAINTENANCE,  
INC**

02/11/2026	Bill Payment (Check)		-734.50
01/31/2026	Bill	CAPITAL**REMAINING BALANCE/CONSTRUCTION CLEAN-UP	734.50
02/11/2026	Bill Payment (Check)		-875.38
01/31/2026	Bill	JANUARY 2026 MAINTENANCE VISITS	875.38

**SABECKIS  
SERVICES**

02/18/2026	Bill Payment (Check)		-965.00
02/11/2026	Bill	SNOW & ICE REMOVAL/1-25,1-26,1-30,2-4	965.00

**SENSOURCE**

02/24/2026	Bill Payment (Check)		-425.00
02/23/2026	Bill	PEOPLE COUNTER/LOBBY	425.00

**Smithereen Pest  
Management**

02/10/2026	Bill Payment (Check)		-60.00
02/01/2026	Bill	PEST CONTROL	60.00

**Staples**

02/11/2026	Bill Payment (Check)		-314.07
01/25/2026	Bill	PENCILS, WITE-OUT, COFFEE, CREAMER	314.07

**SWAN**

02/10/2026	Bill Payment (Check)		-78.24
01/22/2026	Bill	RECIPROCAL BORROWING & INTER- LIBRARY LOANS	78.24

**TUMBLEWEED  
PRESS, INC.**

02/18/2026	Bill Payment (Check)		-580.00
01/09/2026	Bill	TUMBLEBOOKS SUBSCRIPTION/SEP 2025- SEP 2026	580.00

**VILLAGE OF  
RIVER FOREST**

02/10/2026	Bill Payment (Check)		-282.62
02/01/2026	Bill	WATER BILL/NOVEMBER-DECEMBER 2025	282.62
02/24/2026	Bill Payment (Check)		-7,515.97

02/24/2026	Bill	January 2026 IMRF	7,515.97
	Bill Payment		
02/24/2026	(Check)		-5,404.28
02/24/2026	Bill	Health insurance January 2026	5,404.28

**VITAL SIGNS  
USA**

	Bill Payment		
02/18/2026	(Check)		-8,920.00
01/23/2026	Bill	CAPITAL **DEPOSIT FOR NEW SIGNAGE	8,920.00

Tuesday, Mar 03, 2026 10:23:58 AM GMT-8

**Byline Credit Card February 2026**

**Ending Balance: \$742.33**

<b>Date</b>	<b>Payee</b>	<b>Memo</b>	<b>Charge</b>	<b>Payment</b>	<b>Type</b>	<b>Account</b>
02/28/2026	META	FACEBOOK EVENT PROMOTION	7.97		Expense	Marketing: Advertisement
02/26/2026	ZEMI COFFEE CART	COFFEE VENDOR/ARTISAN FAIR	55.13		Expense	Special Programs
02/24/2026	WOOBLES	GUESSTIMATION JAR PRIZE/CROCHET KIT	41.81		Expense	Teen Expenses: Programs-Teen
02/23/2026	Stamps.com	MONTHLY STAMPS.COM FEE	20.99		Expense	Support Services: Postage Support Services:
02/23/2026	ROBOFORM	ROBOFORM FOR BUSINESS	179.70		Expense	Automation - Administration (SWAN, website, etc) Support Services:
02/23/2026	PROPAY, INC.	PROPAY SERVICE ANNUAL	39.95		Expense	Automation - Administration (SWAN, website, etc)
02/18/2026	WALL STREET JOURNAL	WSJ MONTHLY CHARGE	64.99		Expense	Adult Expenses: Periodicals - Adult
02/18/2026	American Girl	AMERICAN GIRL DOLL ACCESSORIES	177.80		Expense	Children's Expenses: Non-Print Children's
02/18/2026	LACONI	LACONI MEMBERSHIP	150.00		Expense	Personnel: Membership Dues (ALA, ILA)
02/17/2026	AMAZON	MOVIE RENTAL	3.99		Expense	Adult Expenses: Programs - Adult
02/13/2026	Oriental Trading	MAGNETIC SHEETS/TAKE & MAKE	71.37		Expense	Teen Expenses: Programs-Teen
02/13/2026	Corel	COREL SUBSCRIPTION	296.57		Expense	Marketing: Advertisement
02/11/2026	THREADLESS	RFPL HOODIES/NEW STAFF	74.83		Expense	Marketing: Advertisement

02/10/2026	Southwest Fireplace	DEPOSIT FOR FIREPLACE REPAIR	200.00	Expense	Building Expenses: Maintenance - Service
02/09/2026	ILLINOIS LIBRARY ASSOCIATION	REACHING FORWARD NORTH CONFERENCE/ MARISSA WALENTSCHIK	128.00	Expense	Personnel: Staff Training and Development
02/06/2026	BILLY BRICKS OAK PARK	TIP NOT INCLUDED W/PREVIOUS PAYMENT INVOICE #0210202691	54.00	Expense	Personnel: Staff Recognition (InService)
02/05/2026	BILLY BRICKS OAK PARK	IN-SERVICE LUNCH	293.50	Expense	Personnel: Staff Recognition (InService)
02/05/2026	Mariano's	BREAKFAST FOODS/STAFF IN- SERVICE	28.98	Expense	Personnel: Staff Recognition (InService)
02/04/2026	EPIC GARDENING	SEED DONATIONS/ SHIPPING COST	40.00	Expense	Adult Expenses: Programs - Adult
02/04/2026	Target	SNACKS/IN- SERVICE	74.90	Expense	Personnel: Staff Recognition (InService)
02/04/2026	Target	OREOS/OREOS TASTE TEST	32.00	Expense	Teen Expenses: Programs- Teen
2/4/2026	ELAN FINANCIAL SERVICES	Credit card statement: 12/13/2025 - 1/14/2025	188.50	Expense	BYLINE Operations
02/03/2026	PANERA BREAD	COFFEE/STAFF IN- SERVICE	23.85	Expense	Personnel: Staff Recognition (InService)
02/02/2026	ILLINOIS LIBRARY ASSOCIATION	REACHING FORWARD NORTH REGISTRATION 2026/ANNE KOWALSKI	128.00	Expense	Personnel: Staff Training and Development
02/01/2026	Universal Yums	UNIVERSAL YUMS SUBSCRIPTION	480.00	Expense	Teen Expenses: Programs- Teen

# River Forest Public Library

## Fund Balances

As of February 28th, 2026

Prepared 3.8.26

2/28/2026

### CHECKING/SAVINGS - OPERATIONS FUND

#### Operations Current

#### Interest Rate

Byline Operations Money Market	3.50%	687,273.36
Byline Operations Checking	0.30%	50,011.32
Petty Cash		40.00

TOTAL OPERATIONS CHECKING/SAVINGS 737,324.68

#### **TOTAL OPERATIONS FUND**

**737,324.68**

### CHECKING/SAVINGS - CAPITAL ACCOUNT

#### Interest Rate

Byline Capital Money Market	3.50%	1,122,530.64
Byline Capital Checking	0.30%	10,002.26

TOTAL CAPITAL CHECKING/SAVINGS 1,132,532.90

#### **TOTAL CAPITAL FUND**

**1,132,532.90**

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

**1,869,857.58**



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

**Feb-26**

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

**Capital Reserve Account Balances**

Byline Capital Money Market	\$	1,122,530.64
Byline Capital Checking	\$	10,002.26
<b>Total Capital Reserve Checking / Savings</b>	<b>\$</b>	<b>1,132,532.90</b>

**Total Capital Reserve Fund** **\$ 1,132,532.90**

**Revenues**

**Expenses**

Enberg Anderson	2/24/2026	\$	1,534.00
Vital Signs	2/25/2026	\$	8,920.00

**Transfers**

**Income**

Interest- Checking / Money Market	2/28/2026	\$	2,980.99
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Prepared: 3.8.26

## **I. Employment**

### **A. Pre-Employment Guidelines**

- The Director is responsible for approving the employment of all staff members. Applicants are considered based on qualifications for an available position relative to experience, training, knowledge, and abilities.
- All qualified applicants for employment will be considered regardless of race, color, religion, age, sex (including pregnancy and related medical conditions, sexual orientation, gender identity, and gender expression), national origin, or disability in accordance with the requirements of federal and state laws.
- United States citizenship is not a requirement for RFPL employment.
- All offers of employment are contingent on passing a criminal background check. Background checks will be conducted by a third party for any final candidate considered for employment. Before requesting the background check, RFPL will obtain the applicant's consent and will comply with the Fair Credit Reporting Act and any applicable state laws.
- Any applicant who provides false, misleading, or willfully deceptive information on their job application, resume, or during an interview will not receive further consideration for employment. Any employee who provided false information that is discovered after employment begins is subject to discipline that may include termination.
- Neither a Trustee nor an immediate family member of a Trustee will be hired by RFPL during their term of service. An immediate family member is defined as a spouse, partner, parent, child, step-child, or sibling.

### **B. Employment Guidelines**

In accordance with state law, employment with RFPL is on an "at will" basis. This allows employment to be terminated at any time by either the employee or RFPL with or without cause. Any form of employment other than on an "at will" basis must be in writing and approved by the Board.

#### **1. Compliance**

RFPL complies with the requirements of federal immigration law. RFPL shall have a properly completed Employment Eligibility Verification form (Form I-9) for each employee that shall be kept as part of its permanent personnel records. New employees will provide RFPL with a completed Form I-9 prior to employment. RFPL complies with federal and state labor laws.

#### **2. Performance Reviews**

Performance reviews are part of the permanent record of the employee in RFPL's personnel records and will be considered in determining wage increases, promotions, disciplinary action, and dismissal.

The Director and Managers will conduct formal performance reviews of

their direct reports on an annual basis. The Director may amend any review.

### 3. Raises

Employees are eligible for pay raises. Managers may recommend to the Director that an employee receive a pay raise. The Director makes the final decision on raises.

### 4. Personnel Records

Personnel records are retained by RFPL to document employment history. These confidential files contain application forms and documents pertaining to hiring, rate of pay, performance, and attendance. An employee may inspect their personnel record up to two times per year and receive copies of the contents. If an employee disagrees with information in the file, they can request a correction, and if no correction is made, they can submit written objections to the Director, with a request that these written objections be added to the file.

### 5. Drugs and Alcohol

The use, distribution, or possession of drugs (other than as directed by a qualified medical professional and excluding over-the-counter medication) by any RFPL employee during their working hours or while on RFPL property is prohibited and is a dischargeable offense. Notwithstanding the foregoing, an employee may not use, distribute, or possess "cannabis" (as defined under state law) during their working hours or while on RFPL property even under the direction of a qualified medical professional. Any illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

The use or distribution of alcohol by any RFPL employee during their working hours or while on RFPL property is prohibited and is a dischargeable offense.

Employees will not be permitted to work while under the influence of alcohol or drugs unless such drugs: (1) either are taken as directed by a qualified medical professional or are over-the-counter medication, and (2) do not impair the employee's ability to perform their job. If an employee is suspected of being under the influence of alcohol or drugs during their working hours or while on RFPL property in violation of this policy, their Manager will follow steps outlined in the RFPL reasonable suspicion checklist procedure. Employees found using alcohol or drugs in violation of this policy will be subject to disciplinary action that may include termination.

Drug or alcohol use outside of their working hours which could adversely affect an employee's job performance, jeopardize workplace safety, or adversely affect the public trust in the ability of RFPL to carry out its responsibilities is also cause for disciplinary action that may include termination.

Employees who are arrested for the use, distribution, or possession of drugs or alcohol outside of their working hours, or for any offense related to the use, distribution, or possession of any such substance, may be considered in violation of this policy. Employees are required to notify the Director within five days of their arrest. If the Director is arrested for any such offense, the Director is required to notify the Board within five days of their arrest. In deciding what disciplinary action to take in response to any such arrest, RFPL will take into consideration the nature of the charges, the employee's present assignment and record with RFPL, and the impact of the employee's arrest on RFPL's reputation and operations.

Employees who wish to report another employee's violation of this policy should contact their Manager or the Director, or in the case of a suspected Director violation, a member of the Board. RFPL will make a reasonable, good faith effort to protect the anonymity of the reporting employee.

RFPL will assist and support employees who voluntarily seek help for a substance abuse problem as provided under its policies. Employees who seek such assistance will be allowed to use accrued paid time off, placed on leave of absence where available, referred to treatment providers, and otherwise accommodated as required by law.

## 6. Holidays

Holidays will be observed, and RFPL closed, on the following days:

- New Year's Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
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RFPL will close at 5:00 PM on Thanksgiving Eve and New Year's Eve. In addition, at the July Board meeting, the Director will provide to the Trustees a list of the planned holiday closing dates for the ensuing calendar year.

*Updated March 2026*

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- Christmas Day

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*Updated February  
2023 March 2026*



## Director's Report - March 2026

### Strategic Directions



*Community*

**Goal:** Change outdated perceptions of the Library by effectively telling our story.

Through a partnership with the public libraries along the Union Pacific-West line, the **Our Next Stop: the Library campaign** went live on UP-W Metra trains on March 6. There were over 100 scans of the campaign's QR code in the first four days, which is a great start. The code takes users to a landing page with links to all the libraries' websites.





## *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.

The **Facility Improvement Plan project** with Engberg Anderson Architects continued with the third of four workshops, where we discussed three levels of building programs Engberg developed with short-term and long-term upgrades. The final workshop will be scheduled in April.

We've begun work to update Word and PDF files posted on our website so they are compliant with the new **Web Content Accessibility Guidelines (WCAG)**. The requirements, with a deadline to be compliant by April 2027, ensure the files are readable by screen reading software.



## *Events, Services & Collections*

### **Goal:** Incorporate and celebrate diversity.

The Library celebrated Black History Month with a fascinating presentation from Africana Studies scholar Dr. Amira Millicent Davis about the **Black Chicago Renaissance**. The crowd was very engaged and enjoyed the program.

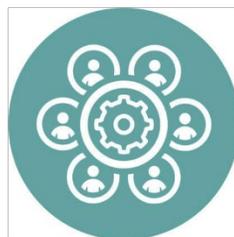
Children's **celebrated Holi** with Bollywood Groove's Ajanta Chakraborty. Ajanta read a book and taught kids a Bollywood dance centered on Holi. This is the Library's second time hosting Bollywood Groove. Last year Ajanta shared a Diwali storytime and dance show with our patrons and it was so popular, we had to have her back!

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

This month we hosted an **Oreo Taste Test** for our middle school patrons. Wearing blindfolds, they tried eight different kinds of Oreos and tried to guess the flavor. The kids had a great time and there were a few left over for the staff to try!

The Library's **Winter Reading Program** ended on February 28. Children's had a total of 91 participants over the months of January and February. Middle School/Teen had 7 participants that read a total of 24 books and Adult had 43 participants who read 335 books.

Children’s hosted our **first book release party with the new Wings of Fire** series book, *The Hybrid Prince*. Participants received a copy of the book to keep and did some fun interactive story themed activities such as creating your own dragon name, making a dragon egg and showing off their knowledge of the books with some series trivia! The new Community Room was the perfect size for this fun event.



*Staff*

**Goal:** Foster an inclusive, safe space for staff members to learn and contribute.

The Library was closed on February 6 for a **staff in-service day**. Staff attended a learning session about lollipop moments and leadership, brainstormed ideas for the Library’s year of reading joy, took a deep dive into the Library’s online resources, and had department meetings.

### Key Performance Indicators

Category	December 2025	January 2026	February 2026
Physical item circulation - initial checkouts	12,641	13,333	11,072
Digital item circulation	5,475	5,873	5,104
<b>Total Circulation</b>	<b>18,116</b>	<b>19,206</b>	<b>16,176</b>
Programs for Adults	7 programs 75 attendees	11 programs 209 attendees	13 programs 187 attendees

Programs Middle School aged children	8 programs 58 attendees	8 programs 98 attendees	7 programs 61 attendees
Programs for Children	28 programs 1,806 attendees	33 programs 1,412 attendees	32 programs 1,601 attendees
Library-Wide Programs	0 programs 0 attendees	1 program* 52 attendees	1 program 66 attendees
<b>Total Programs</b>	43 programs 1,939 attendees	53 programs 1,771 attendees	53 programs 1,915 attendees
Children's Play Area Visits	2,108	2,463	2,520
New cardholders added	21	37	35
<b>Total cardholders</b>	6,538	6,547	6,495**
Website sessions	17,948	14,882	11,207
Patron visits	9,999	9,268	6,484
Instagram Followers	1,665	1,664	1,677
Facebook Followers	1,467	1,474	1,482

\*Renovation ribbon cutting

\*\*Dip in total library card holders due to NCOA purge

## Staff Update

Amy Biel started this February as our newest Materials Services Associate.

## Financial Highlights

- As of March 12, we received \$798,232.99 in property tax, or 47% of expected tax revenue for the fiscal year.
- 1<sup>st</sup> installment tax bills for 2025 are out, with an April due date.

## Facility Highlight

Southwest Fireplace completed repairs to the fireplace on the south wall in Adult & Teen Services.

## Committee Updates

Facilities Committee met on February 18 and 26.

Respectfully submitted,

Emily Compton  
March 12, 2026



**River Forest Public Library  
Facilities Committee Meeting  
Minutes  
Wednesday, February 18, 2026 at 9:00 AM**

**Call to Order:** Trustee Delano called the meeting to order at 9:09 AM.

**Present:** Committee members Scott Delano, Ann Berens, Elan Long. Lindsay McIntyre arrived at 10:16 AM.

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

**Visitors:** none

**Minutes of the January 28, 2026 Facilities Committee meeting**

The January 28, 2026 minutes were deemed approved.

**Old Business**

Nothing to address.

**New Business**

**Enberg-Anderson Architects Workshop 2 Presentation – discussion**

The Committee and Library staff discussed the options presented by Engberg-Anderson (EA) at the January 28<sup>th</sup>, 2026 workshop. The ideas were categorized into three groups:

Go Lightly included plans to renovate the Barbara Hall Meeting Room, create private study rooms on the second floor, and relocate the Director's office to create a small public use area near the lobby.

Increase Public Use of the First Floor included ways to take the Go Lightly ideas a step further with all administrative staff relocating to the second floor, more public use space on the first floor, and more private study rooms on the second floor.

Expand West presented an option to extend the building west, allowing for more space per person and function.

The Committee and Library staff considered every option and compiled feedback on which ideas EA should pursue further, and which ideas did not resonate with group.

### **HVAC upgrades – update**

Director Compton talked to EA and two engineering companies regarding the upcoming HVAC upgrade project. Both companies agreed that the project would cost significantly more than the report from Terracon stated. Director Compton will get the basis of design from Terracon to confirm the work that needs to be done.

### **5-year Capital budget projections – discussion**

Director Compton presented capital projects to be completed over the next five years and how much they are projected to cost. Discussion included sidewalk repair and flooring replacement.

**Adjournment:** A motion was made by Trustee Berens to adjourn the meeting at 11:17 AM. It was seconded by Trustee McIntyre .

**River Forest Public Library  
Facilities Committee Meeting  
MINUTES- DRAFT  
Thursday, February 26th, 2026 at 1:30 PM**

**1. Call to Order:** Trustee Delano called the meeting to order at 1:31pm.

**2. Present:** Committee members Scott Delano, Ann Berens, Elan Long.

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

**3. Minutes of the February 18<sup>th</sup>, 2026 Facilities Committee meeting**

The February 18<sup>th</sup>, 2026 minutes were deemed approved.

**4. Facility Improvement Plan Workshop 3 with Engberg Anderson Architects**

- a. Mr. Kelly and Mr. Huberty presented revised facility improvement options based on the feedback compiled at the February 18<sup>th</sup>, 2026 Facilities meeting. The revised options included ideas for converting the first-floor administrative offices into public use areas, as well as plans to renovate the Barbara Hall Meeting Room, and install private study spaces on both floors.

**5. Old Business**

- a. HVAC Upgrades
  - a. Director Compton talked to Mark Sullivan of Oak Brook Mechanical Services (OMS) about the HVAC upgrade costs. Mr. Sullivan estimated that the mechanical component alone could cost \$265,000 with additional costs for ceiling reconstruction and controls, bringing the estimated total to approximately \$400,000. Terracon had originally estimated that the project would cost \$260,000. Director Compton is working on getting the basis of design from Terracon.

**6. New Business**

- a. Air curtain replacement
  - a. Director Compton approved a proposal from OMS to replace the air curtain above the main entrance to the Library.

**Adjournment:** A motion was made by Trustee Berens to adjourn the meeting at 11:43am. It was seconded by Trustee Long.

## MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: March 12, 2026

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

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Changes from the budgets presented at the February regular board meeting are -

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

#### *Amended Capital Budget*

##### Expenses

- HVAC includes only the \$15,000 contingency. Funds for bidding were moved to FY2627.
- Exterior includes only \$18,000 for the new garden sign. Sidewalk repair and trash enclosure replacement were moved to FY2627, and bollard repair was removed.
- Furniture – funds for office chairs removed
- Plumbing – sewage ejector replacement moved to FY2627
- Building – removed Barbara Hall door replacement, and moved window gasket replacements to FY2627
- Phase One and Phase Two expenses were lowered slightly after re-running actuals.

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

#### Operating Revenue

Adjustments over \$1,000 –

- Replacement tax estimate is lowered by \$3,200 (corrected a math error)

#### Operating Expenses

Adjustments over \$1,000 –

- Medical Health Insurance Coverage – increased by \$5,000 (to help with plans to increase library's contribution rate)
- Teen Programs – reduced by \$2,000 (Teen Librarian felt that, with Connections funding, she has enough even with this reduction)
- Digital Content – increased by \$3,000 (growing in popularity)
- Office Supplies – reduced by \$1,500 (based on actuals)

#### Capital Revenue

- Interest estimate increased by \$3,000

#### Capital Expenses

- HVAC increased by \$55,000 to include bid cost
- Exterior – increased by \$11,000 (added sidewalk and trash enclosure work)
- Plumbing – increased by \$5,000 (sewage ejector pump)
- Building – increased by \$8,000 (added window gasket work)

<b>River Forest Public Library Budget 2025-26</b>			
<b>Capital Improvement Fund</b>		<b>Budget 2025-26</b>	<b>Amended Budget 2025-26</b>
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	\$ 15,000
	Roof	\$ 60,000	\$ -
	Exterior	\$ 6,000	\$ 18,000
	Furniture	\$ 20,000	\$ -
	Plumbing	\$ 30,000	\$ -
	Building	\$ -	\$ -
	Contingency	\$ 15,000	\$ 15,000
	<i>Room Renovation Project Phase One</i>		
	Air handler Equipment and Installation	\$ 252,000	\$ 17,200



River Forest Public Library Budget 2026-27			
General Fund for Operation		Budget 2025-26	Budget 2026-27
Revenues			
	Property Taxes	\$ 1,685,000	\$ 1,735,000
	Connections Program	\$ 3,500	\$ 3,500
	Replacement Tax	\$ 16,000	\$ 18,500
	Lost Materials Reimbursed	\$ 4,000	\$ 3,500
	Copy Machine Revenues	\$ 3,000	\$ 2,300
	Rentals-Library Space	\$ -	
	Interest	\$ 23,000	\$ 25,000
	RFPL Foundation Grants	\$ 50,000	\$ 40,000
	Gifts	\$ 200	\$ 50
	Illinois Per Capita Grant	\$ 17,400	\$ 17,300
	Grants, Other	\$ 5,500	\$ 6,500
	Liebner Fund Endowment Distribution	\$ 4,250	\$ 4,300
	Miscellaneous Income	\$ 200	\$ 550
<b>Total Revenues</b>		<b>\$ 1,812,050</b>	<b>\$ 1,856,500</b>
Expenses			
Personnel			
	Wages & Salaries	\$ 933,500	\$ 963,500
	Medical Health Insurance Coverage	\$ 70,200	\$ 90,000
	IMRF	\$ 51,500	\$ 58,500
	FICA, Medicare	\$ 71,500	\$ 73,750
	Staff Recognition	\$ 5,600	\$ 5,600
	Membership Dues	\$ 3,000	\$ 2,500
	Staff Training and Development	\$ 7,250	\$ 7,000
<b>Total Personnel</b>		<b>\$ 1,142,550</b>	<b>\$ 1,200,850</b>
		63.1%	64.7%
Printing and Advertising			

	Newsletter	\$	7,000	\$	7,500
	Advertising	\$	5,000	\$	5,000
	<b>Total Printing and Advertising</b>	\$	<b>12,000</b>	\$	<b>12,500</b>
			0.7%		0.7%
Programming					
	Children's Programs	\$	19,000	\$	20,000
	Teen Programs	\$	9,000	\$	7,500
	Adult Programs	\$	19,500	\$	19,500
	Special Programs	\$	7,000	\$	7,250
	Connections Programs	\$	3,500	\$	3,500
	<b>Total Programs</b>	\$	<b>58,000</b>	\$	<b>57,750</b>
			3.2%		3.1%
<b>Total Advertising &amp; Programming</b>		<b>\$</b>	<b>70,000</b>	<b>\$</b>	<b>70,250</b>
			3.9%		3.8%
Support Services					
	ILL and RB Services	\$	1,200	\$	1,000
	Technical Support (IT)	\$	27,750	\$	29,250
	Automation - SWAN / RAILS and Website	\$	44,250	\$	44,250
	Consultant / Legal	\$	40,000	\$	25,000
	Postage & Delivery	\$	4,250	\$	4,250
	Audit	\$	12,250	\$	12,500
	Payroll and employment services	\$	6,200	\$	7,000
	Youth Interventionist Contract	\$	5,350	\$	5,500
	Telephone/Internet	\$	13,500	\$	13,750
	Trustee Training and Memberships	\$	1,250	\$	1,250
	Copy Machine Leases	\$	3,200	\$	3,000
<b>Total Other Support Servies</b>		<b>\$</b>	<b>159,200.00</b>	<b>\$</b>	<b>146,750.00</b>
			8.8%		7.9%
Library Materials					
	Books	\$	82,000	\$	82,000
	Print Periodicals	\$	7,500	\$	7,500
	Automated Subscriptions (databases)	\$	14,200	\$	15,000
	Digital Content (ebooks, movies, music)	\$	88,000	\$	94,000
	In-House AV & Other Nonprint Materials	\$	16,000	\$	16,000
	<b>Total Library Materials</b>	\$	<b>207,700</b>	\$	<b>214,500</b>
			11.5%		11.6%
Library and Office Supplies					
	Office Supplies	\$	4,000	\$	2,500

	Library Supplies	\$	5,300	\$	5,000
	Copy And Printing Supplies	\$	2,100	\$	2,000
	Misc Expenses	\$	2,600	\$	2,750
	<b>Total Library and Office Supplies</b>	\$	<b>14,000</b>	\$	<b>12,250</b>
			0.8%		0.7%
	<b>Total Library Materials and Supplies</b>	\$	<b>221,700</b>	\$	<b>226,750</b>
			12.2%		12.2%
	<b>Strategic Initiatives</b>	\$	<b>15,000</b>	\$	<b>15,000</b>
			0.8%		0.8%
	Facilities Management				
	Facility Supplies				
	Building Materials & Supplies	\$	7,000	\$	7,000
	<b>Total Facility Supplies</b>	\$	<b>7,000</b>	\$	<b>7,000</b>
			0.4%		0.4%
	Facility Services				
	Insurance	\$	23,850	\$	22,000
	Maintenance and Custodial Services	\$	87,000	\$	86,200
	Water	\$	3,000	\$	2,000
	Natural Gas	\$	12,000	\$	12,000
	Copier Maintenance and Usage	\$	2,250	\$	2,200
	<b>Total Facilities Services</b>	\$	<b>128,100</b>	\$	<b>124,400</b>
			7.1%		6.7%
	Furniture & Technology				
	Furniture	\$	4,000	\$	2,500
	Technology Misc.	\$	3,000	\$	3,000
	<b>Total Furniture &amp; Technology</b>	\$	<b>7,000</b>	\$	<b>5,500</b>
			0.4%		0.3%
	<b>Total Facilities Management</b>	\$	<b>142,100</b>	\$	<b>136,900</b>
			7.8%		7.4%
	<b>Total Operating Expenses</b>	\$	<b>1,750,550</b>	\$	<b>1,796,500</b>
			96.6%		96.8%
	Budgeted Capital Transfer	\$	60,000	\$	60,000
			3.3%		3.2%
	<b>Total</b>	\$	<b>1,810,550</b>	\$	<b>1,856,500</b>

<b>River Forest Public Library Budget 2026-27</b>			
<b>Capital Improvement Fund</b>		<b>Amended Budget 2025-26</b>	<b>Budget 2026-27</b>
Revenues and Transfers			
<i>Revenues</i>	RFPL Foundation Grant	\$ 300,000	\$ -
	Interest	\$ 15,000	\$ 25,000
<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>\$ 85,000</b>
Expenses			
	Technology	\$ 15,000	\$ 25,000
	HVAC	\$ 15,000	\$ 570,000
	Roof	\$ -	\$ -
	Exterior	\$ 18,000	\$ 55,000
	Furniture	\$ -	\$ -
	Plumbing	\$ -	\$ 5,000
	Building	\$ -	\$ 35,000
	Contingency	\$ 15,000	\$ 15,000
		\$ -	\$ -
	<i>Room Renovation Project Phase One</i>	\$ 17,200	\$ 450,000
	<i>Room Renovation Project Phase Two</i>		
	Room Renovation and Bathroom Installation	\$ 315,500	\$ -
	Architect Fees	\$ 36,000	\$ -
<b>Total Capital Expenses</b>		<b>\$ 431,700</b>	<b>\$ 1,155,000</b>

## Library Trustee River Forest Public Library

**Description:** A part-time volunteer position serving as a voting member of the Library Board of Trustees, the governing body of the Library.

**Reports to:** Fellow trustees and the community of River Forest.

### **Duties and Responsibilities:**

- Hire a qualified Library Director to manage the daily operations of the Library and evaluate director's performance annually
- Establish policies for the function of the Board.
- Adopt policies to govern the fiscal policies, operations, collections, services, programs and employment practices of the Library.
- Maintain financial accountability for the Library budget and fiscal documents.
- Assess maintenance of library and authorize remodeling/repairs as needed.
- Determine the strategic goals of the library in relation to community needs, library standards and library trends.
- Assesses the long-range financial needs of the library and the adequacy of funding to meet those needs.
- Advocate for and promote the library in the community.

### **Time Requirements:**

- Attendance at the regular monthly Board meeting held the 3<sup>rd</sup> Tuesday of each month and attendance at (at least one) quarterly Committee meeting.

### **Necessary Skills, Knowledge and Abilities:**

- Ability to prepare for and participate in scheduled meetings.
- Ability to work effectively with other trustees.
- Ability to define problems and make decisions.
- Commitment to uphold the principles of intellectual freedom.

### **Qualifications for Position**

- River Forest resident of voting age.
- Enthusiasm for libraries
- Willingness to learn about and discuss library issues.

**PAYMENT APPLICATION**

TO: River Forest Public Library 735 Lathrop Ave River Forest, IL, 60305 Attn: Emily Compton	PROJECT NAME AND LOCATION: River Forest Library Community Room Project 735 Lathrop Ave River Forest, IL, 60305	APPLICATION # 3 PERIOD THRU: 02/02/2026 PROJECT #s:	Distribution to: <input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> <input type="checkbox"/>
FROM: Midwest Services and Development 5280 N. Lawler Chicago, IL, 60630	ARCHITECT: Engberg Anderson 8618 West Catalpa Suite 1116 Chicago, IL, 60656	DATE OF CONTRACT: 08/04/2025	
FOR:			

**CONTRACTOR'S SUMMARY OF WORK**

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

1. CONTRACT AMOUNT	\$276,000.00
2. SUM OF ALL CHANGE ORDERS	\$4,715.00
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)	\$280,715.00
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)	\$280,715.00
5. RETAINAGE:	
a. of Completed Work (Columns D + E on Continuation Page)	_____
b. of Material Stored (Column F on Continuation Page)	_____
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$0.00
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$280,715.00
7. LESS PREVIOUS PAYMENT APPLICATIONS	\$210,645.00
8. PAYMENT DUE	\$70,070.00
9. BALANCE TO COMPLETION (Line 3 minus Line 6)	\$0.00

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$0.00	\$0.00
Total approved this month	\$4,715.00	\$0.00
<b>TOTALS</b>	<b>\$4,715.00</b>	<b>\$0.00</b>
<b>NET CHANGES</b>	<b>\$4,715.00</b>	

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

CONTRACTOR: Midwest Services and Development  
By: constantin bontas Date: 03/02/2026  
Constantin Bontas

State of: ILLINOIS  
County of: COOK  
Subscribed and sworn to before me this 02 day of March 2026



Notary Public: Bianca Rogers  
My Commission Expires:

**ARCHITECT'S CERTIFICATION**

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

CERTIFIED AMOUNT..... 70,070.00

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

ARCHITECT: Shaun Kelly  
By: Shaun Kelly Date: 3/6/25

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

**CONTINUATION PAGE**

PROJECT: River Forest Library  
Community Room Project

APPLICATION #: 3  
DATE OF APPLICATION: 02/02/2026  
PERIOD THRU: 02/02/2026  
PROJECT #s:

Payment Application containing Contractor's signature is attached.

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G		H BALANCE TO COMPLETION (C-G)	I RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD		TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)		
1	Bond- J. Ryan Bonding	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	100%	\$0.00	\$0.00
2	General Conditions- Midwest Services	\$20,000.00	\$16,000.00	\$4,000.00	\$0.00	\$20,000.00	100%	\$0.00	\$0.00
3	Mobilization- Midwest Services	\$20,000.00	\$16,000.00	\$4,000.00	\$0.00	\$20,000.00	100%	\$0.00	\$0.00
4	Demolition- Midwest Services	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100%	\$0.00	\$0.00
5	Flooring- Central Rug	\$15,500.00	\$13,950.00	\$1,550.00	\$0.00	\$15,500.00	100%	\$0.00	\$0.00
6	Carpentry- Midwest Services	\$51,000.00	\$40,800.00	\$10,200.00	\$0.00	\$51,000.00	100%	\$0.00	\$0.00
7	Millwork - Heartland Cabinetry	\$11,300.00	\$11,300.00	\$0.00	\$0.00	\$11,300.00	100%	\$0.00	\$0.00
8	Doors and Hardware- LaForce	\$12,900.00	\$12,900.00	\$0.00	\$0.00	\$12,900.00	100%	\$0.00	\$0.00
9	Glazing- G&C Glass	\$5,200.00	\$0.00	\$5,200.00	\$0.00	\$5,200.00	100%	\$0.00	\$0.00
10	Paint- Midwest Services	\$10,000.00	\$8,000.00	\$2,000.00	\$0.00	\$10,000.00	100%	\$0.00	\$0.00
11	Ceramic Tile Instalation - Midwest Services	\$9,100.00	\$9,100.00	\$0.00	\$0.00	\$9,100.00	100%	\$0.00	\$0.00
12	Plumbing- RD Plumbing	\$29,500.00	\$29,500.00	\$0.00	\$0.00	\$29,500.00	100%	\$0.00	\$0.00
13	Fire Suppression- AA Sprinkler	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100%	\$0.00	\$0.00
14	Electrical- Delta Electrical	\$25,000.00	\$17,500.00	\$7,500.00	\$0.00	\$25,000.00	100%	\$0.00	\$0.00
15	Audio Visual- Interstate	\$9,500.00	\$9,500.00	\$0.00	\$0.00	\$9,500.00	100%	\$0.00	\$0.00
16	O&P- Midwest Services	\$25,000.00	\$17,500.00	\$7,500.00	\$0.00	\$25,000.00	100%	\$0.00	\$0.00
	<b>SUB-TOTALS</b>	\$276,000.00	\$234,050.00	\$41,950.00	\$0.00	\$276,000.00	100%	\$0.00	\$0.00

**CONTINUATION PAGE**

PROJECT: River Forest Library  
Community Room Project

APPLICATION #: 3  
DATE OF APPLICATION: 02/02/2026  
PERIOD THRU: 02/02/2026  
PROJECT #s:

Payment Application containing Contractor's signature is attached.

A	B	C	D	E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
17	Change Order # 1	\$1,265.00	\$0.00	\$1,265.00	\$0.00	\$1,265.00	100%	\$0.00	\$0.00
18	Change Order # 2	\$2,645.00	\$0.00	\$2,645.00	\$0.00	\$2,645.00	100%	\$0.00	\$0.00
19	Change Order # 3	\$805.00	\$0.00	\$805.00	\$0.00	\$805.00	100%	\$0.00	\$0.00
<b>TOTALS</b>		\$280,715.00	\$234,050.00	\$46,665.00	\$0.00	\$280,715.00	100%	\$0.00	\$0.00