



River Forest Public Library
October 21, 2025
6:00 PM
Board of Trustees
Regular Board Meeting

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

Agenda

1. Call to order
2. Roll call
3. Visitors and guests
4. Lauterbach & Amen FY2024-25 audit presentation
5. Consent Agenda
 - a. Minutes of the Regular Board Meeting: September 16, 2025
 - b. September 2025 Revenue and Expense Reports
 - c. September 2025 Bill Payment List and Credit Card Charges
 - d. September 30, 2025 Fund Balances Report and Capital Reserve Fund
 - e. Policy updates: Staff XI. Infectious Materials
6. Patron Suggestions
7. Director's Report
8. President's Report
9. New business
 - a. Committees: (Report/Discussion/Action)
 - i. Facilities Committee
 - ii. Finance Committee
 - iii. Policy Committee
 - b. RFPL Foundation Liaison
 - c. Village of River Forest Collaboration Committee Liaison
 - d. Approval of 2026 Calendar of Meetings – vote
 - e. Review of the 2025 Illinois Public Library Standards: Access, Advocacy & Community Engagement, Buildings & Grounds, Collection Management, Finance & Budget, and Governance & Administration
10. Old business
 - a. Air handler unit condensation issue – update
 - b. Garden sign replacement - update
 - c. Phase two (Community Room, Children's office space, bathroom) renovation project – update
 - i. Construction approvals plan – discussion
11. 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: September 16, 2025, 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, Lindsay McIntyre, Kathleen O'Neill, Nathan Root.
- Also Present: Shannon Duffy (RFPL Operations Manager), Emily Compton (RFPL Director)

Visitors and Guests: Stan Sneeringer, River Forest resident

Visitor Comments: None

Consent Agenda:

- a. Minutes of the Regular Board Meeting: July 15, 2025
- b. Minutes of the Special Board Meeting: July 22, 2025
- c. Minutes of the Special Board Meeting: August 1, 2025
- d. July 2025 Revenue and Expense Reports
- e. July 2025 Bill Payment List and Credit Card Charges
- f. July 31, 2025 Fund Balances Report and Capital Reserve Fund
- g. August 2025 Revenue and Expense Reports
- h. August 2025 Bill Payment List and Credit Card Charges
- i. August 31, 2025 Fund Balances Report and Capital Reserve Fund
- j. Policy updates: Staff IV – Staff & Trustee Development; Staff V – Expense Reimbursement; Staff VI – Accidents & First Aid

Trustee Long moved to approve Consent Agenda items a-j, and Trustee Berens seconded the motion. Discussion included the gas bill, which was lower due to the boiler being turned off, and EBSCO databases. The motion passed on a roll call vote.

Roll Call Vote:

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

Patron Suggestions:

Director Compton reported suggestions from the Summer Reading Program survey. The main takeaway was that patrons want the program to be extended to allow for later prize pickup.

Director's Report:

In addition to her written report, Director Compton discussed:

- An updated version of Serving Our Public has been released. She will review it with the Board in the coming months.

- A Melrose Park patron was banned from RFPL recently for inappropriate behavior involving staff. The patron is not appealing the ban. Per RFPL policy, after one year, a banned patron may request in writing to be allowed back in the building.
- The Summer Reading Program saw a 24% increase in participation, but not many survey responses. The Library will try other methods next year to get more survey participants.
- On September 26th, the Library will have a 120th birthday party to celebrate its 120th anniversary. There is currently an RFPL history exhibit upstairs with photos provided by the Historical Society of Oak Park and River Forest.
- River Forest Reads program has just begun. This year's selection is *The Great Gatsby*; programming will tie in with the celebration of 100 years since its publication.

President's Report:

President Delano reported that the computer counters in Adult & Teen Services have been repaired. The Library has obtained a building permit for Phase Two of the room renovation project, and a pre-construction meeting took place. Engberg Anderson (EA) has been reviewing submittals. The Terracon property assessment report came back confirming that the Library is on track with planning capital projects. The only immediate concern was very minor--recommending replacement of the roof access ladder.

New Business

Committee Reports

Facilities Committee

President Delano reported that construction is planned to begin on September 29th and continue through January. Most of the pre-construction meeting focused on logistics. EA will work with Midwest to shift shelves over in the Children's Room. This work was omitted from the bid package and will require a change order. The Library may need to open late on two days during construction for loud work and close for one or two days when the plumbing is turned off. The contractors will work with the library to provide notice ahead of those days.

Finance Committee

The Finance Committee has not met since the last Board meeting.

Policy Committee

The Policy Committee will meet on Tuesday, September 23rd.

Village of River Forest Collaboration Committee Liaison

The committee met on July 30th. There was a food truck rally and a senior potluck in August. The Township is looking to take over LemonAid, which has been hosted on Bonnie Brae for the past 24 years. The Village is looking into options to increase affordable housing. The next committee meeting is October 8th.

RFPL Foundation Liaison

Trustee Berens reported that the Foundation is having an event on September 17th to solicit lead donors for the upcoming “Our Next Chapter” campaign. To promote plaque sales, there are new posters in the garden showcasing people and stories behind a few of the plaques. The posters feature the Foundation’s website and info about how to purchase a plaque. The Foundation is investigating the possibility of creating additional large plaque spots in the wall since those have been most popular. The Foundation is working on its Annual Appeal which will be part of the “Our Next Chapter” campaign.

Outsource Solutions Group proposal to replace 5 staff computers (\$6,519.97) - vote

The Library has planned and budgeted to replace 5 staff computers. The old computers will be recycled through Outsource Solutions Group (OSG.)

Trustee Berens moved to approve the spending of \$6519.97 based on OSG’s proposal to replace five staff computers. Trustee McIntyre seconded the motion which passed on a roll call vote.

Roll Call Vote:

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

Square Register Kit purchase (\$1,189.00) – vote

The Library is looking to replace its current cash register and credit card reader with a Square register. This would be a more modern setup with lower fees. There is room in the technology budget to cover it.

Trustee Saddleton moved to approve the purchase of a Square register kit. Trustee McIntyre seconded the motion which passed on a roll call vote.

Roll Call Vote:

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

Vital Signs proposal to replace Library sign (\$5,661.07 - \$12,755.38) – vote

The current sign outside of the building on Lathrop which was provided by the Boy Scouts an estimated 50 years ago, has become unstable. S&D Prime Maintenance has reinforced it so it isn’t a safety hazard. RFPL PR and Marketing Specialist Fran Arnold received three proposals for new signs, including post and panel signs and monument signs. The Board discussed the two options and decided to table the vote to get more information and options.

Strategic planning consultant proposals – discussion

The Board discussed whether the Library's strategic plan should be refreshed, extended or completely redone. Trustee Delano clarified that a strategic plan is different from a facilities assessment or a space needs analysis. The Board agreed that extending the current plan until after the room renovation project was completed would be appropriate. The facilities assessment and space needs analysis studies would be valuable input into a strategic planning process.

Air handle unit condensation issue – discussion

The area outside of the air handler unit flooded with condensation. The Director of Public Works contacted the Library because he received a complaint from the Park District. The issue has been declared a nuisance and needs to be resolved. Oak Brook Mechanical (OMS) came out to investigate the problem and recommended installing a French drain. Director Compton will reach out to local landscaping companies for proposals. She will also confirm with the Library's accountant whether the expense would be an operating or capital expense.

Old Business

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

ICS owners rep proposal – discussion

The Board discussed hiring an owner's rep for phase two of the room renovation project. This would be a third-party project manager to ensure the work is being done to the Library's satisfaction. Director Compton stated that she feels the construction meetings are going well and everyone has been timely with submittals. The Board concluded that an owner's rep could be something to consider for a larger project but not necessary at this time for a project of this size. Director Compton will tell Trustees if she feels the project requires additional oversight later on and the owner's rep could be considered again.

Adjournment

The meeting was adjourned at 7:21pm following a motion by Trustee Delano 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: September-25

Account:	September-25	YTD	2025-2026	% of Budget
				42% as of 9/30/2025
Property Taxes	\$ 1,002.02	\$ 7,542.77	\$ 1,685,000	0.45%
Connections Program Grant	\$ -	\$ -	\$ 3,500	0.00%
Replacement Taxes	\$ 7,644.24	\$ 8,194.46	\$ 16,000	51.22%
Lost Books Reimbursed	\$ 383.25	\$ 1,563.00	\$ 4,000	39.08%
Copy Machine Revenue	\$ 260.51	\$ 713.09	\$ 3,000	23.77%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 2,126.24	\$ 16,578.62	\$ 23,000	72.08%
Grants from RFPL Foundation	\$ 18,500.00	\$ 27,195.00	\$ 50,000	54.39%
Gifts - other	\$ 0.25	\$ 0.50	\$ 200	0.25%
IL Per Capita Grant	\$ -	\$ -	\$ 17,400	0.00%
Grants, other	\$ -	\$ 500.00	\$ 5,500	9.09%
Liebner Fund Endowment	\$ -	\$ -	\$ 4,250	0.00%
Misc Income	\$ 0.60	\$ 3.50	\$ 200	1.75%
Total:	\$ 29,917.11	\$ 62,290.94	\$ 1,812,050	3.44%
Income:	\$ 29,917.11	\$ 62,290.94	\$ 1,812,050	3.44%
Expense:	\$ 122,024.43	\$ 635,484.60	\$ 1,812,050	35.07%

Prepared 10.15.25



River Forest Public Library

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

Expense Report: Sep-25

September-25

Fiscal YTD

Actual % Budget

42% as of 9/30/2025

25-26

Budget

Expenses

Personnel

Wages & Salaries	\$	76,990.13	\$	364,739.67	39.07%	\$	933,500
Medical Health Insurance Coverage	\$	3,335.44	\$	14,320.20	20.40%	\$	70,200
IMRF	\$	3,992.77	\$	19,755.07	38.36%	\$	51,500
Medicare/FICA	\$	5,798.23	\$	27,275.92	38.15%	\$	71,500
Staff Recognition	\$	-	\$	428.73	7.66%	\$	5,600
Membership Dues	\$	-	\$	1,320.00	44.00%	\$	3,000
Staff Training & Development	\$	1,345.56	\$	2,353.50	32.46%	\$	7,250
Total Personnel	\$	91,462.13	\$	430,193.09	37.65%	\$	1,142,550

Advertising & Programming

Printing & Advertising

Newsletter	\$	-	\$	3,068.64	43.84%	\$	7,000
Advertising	\$	145.55	\$	1,136.07	22.72%	\$	5,000
Total Printing & Advertising	\$	145.55	\$	4,204.71	35.04%	\$	12,000

Programming

Children's Programs	\$	2,037.21	\$	5,169.41	27.21%	\$	19,000
Teen Programs	\$	409.24	\$	2,518.62	27.98%	\$	9,000
Adult Programs	\$	1,439.44	\$	8,404.58	43.10%	\$	19,500
Special Programs	\$	582.00	\$	4,185.36	59.79%	\$	7,000
Connections Programs	\$	65.24	\$	239.39	6.84%	\$	3,500
Total Programs	\$	4,533.13	\$	20,517.36	35.37%	\$	58,000
Total Advertising & Programming	\$	4,678.68	\$	24,722.07	35.32%	\$	70,000

Support Services

ILL & RB Services	\$	-	\$	504.80	42.07%	\$	1,200
Technical Support (IT)	\$	-	\$	8,275.47	29.82%	\$	27,750
Automation Administration	\$	2,651.39	\$	10,127.54	22.89%	\$	44,250

Consultant Fees/Legal Fees	\$	-	\$	18,500.00	44.58%	\$	41,500
Postage & Delivery	\$	19.99	\$	338.14	7.96%	\$	4,250
Audit	\$	-	\$	6,900.00	56.33%	\$	12,250
Payroll & Employment Services	\$	701.02	\$	3,008.40	48.52%	\$	6,200
Youth Interventionist Contract	\$	-	\$	1,283.50	23.99%	\$	5,350
Telephone/Internet	\$	1,101.94	\$	5,480.71	40.60%	\$	13,500
Trustee Training & Memberships	\$	-	\$	-	0.00%	\$	1,250
Copy Machine Lease	\$	436.56	\$	1,112.80	34.78%	\$	3,200
Total Support Services	\$	4,910.90	\$	55,531.36	34.56%	\$	160,700

Materials & Supplies

Library Materials

Books	\$	2,501.92	\$	25,667.44	31.30%	\$	82,000
Print Periodicals	\$	64.99	\$	5,890.98	78.55%	\$	7,500
Automated Subscriptions (databases)	\$	-	\$	12,464.48	87.78%	\$	14,200
Digital Content (ebooks, movies, music)	\$	9,127.65	\$	37,014.78	42.06%	\$	88,000
AV & Other Nonprint Materials	\$	1,614.50	\$	6,532.23	40.83%	\$	16,000
Total Library Materials	\$	13,309.06	\$	87,569.91	42.16%	\$	207,700

Library & Office Supplies

Office Supplies	\$	143.15	\$	623.06	15.58%	\$	4,000
Library Supplies	\$	740.44	\$	1,591.94	30.04%	\$	5,300
Copy & Printing Supplies	\$	122.98	\$	432.82	20.61%	\$	2,100
Misc Expenses	\$	88.89	\$	780.44	30.02%	\$	2,600
Total Library & Office Supplies	\$	1,095.46	\$	3,428.26	24.49%	\$	14,000
Total Materials & Supplies	\$	14,404.52	\$	90,998.17	41.05%	\$	221,700

Strategic Initiatives

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

Facilities Management

Facility Supplies

Building Materials & Supplies	\$	1,028.40	\$	2,429.69	34.71%	\$	7,000
--	-----------	-----------------	-----------	-----------------	---------------	-----------	--------------

Facility Services

Insurance	\$	-	\$	-	0.00%	\$	23,850
Maintenance & Custodial Service	\$	5,089.13	\$	26,780.08	30.78%	\$	87,000
Water	\$	-	\$	576.86	19.23%	\$	3,000
Natural Gas	\$	300.98	\$	3,027.81	25.23%	\$	12,000

Copier Maintenance & Usage		\$	136.50		\$	747.73		33.23%		\$	2,250
Total Facility Services		\$	5,526.61		\$	31,132.48		24.30%		\$	128,100

Furniture & Technology

Furniture		\$	-		\$	137.28		3.43%		\$	4,000
Technology Misc.		\$	13.19		\$	340.46		11.35%		\$	3,000
Total Furniture & Technology		\$	13.19		\$	477.74		6.82%		\$	7,000
Total Facilities Management		\$	6,568.20		\$	34,039.91		23.95%		\$	142,100

Totals

Total Operating Expenses		\$	122,024.43		\$	635,484.60		36.27%		\$	1,752,050
Capital Improvement Reserve Fund		\$	-		\$	-		0.00%		\$	60,000
Total Expenses		\$	122,024.43		\$	635,484.60		35.07%		\$	1,812,050
Total Income		\$	29,917.11		\$	\$62,290.94		3.44%		\$	1,812,050

Prepared 10.15.25

.

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

AMAZON	Date	Transaction Type	Memo/Description	Amount
	09/11/2025	Bill Payment (Check)		-850.96
	09/04/2025	Bill	CRAFT ACRYLIC PAINT	14.91
	09/10/2025	Bill	CRAFTERNOON MATERIALS (HALLOWEEN SPRINKLES)	19.59
	09/03/2025	Bill	CARD STOCK	12.57
	08/27/2025	Bill	SPACE HEATER/CHILDREN'S ROOM	69.99
	08/27/2025	Bill	MISC. CHILDREN'S PROGRAM SUPPLIES (SPATULAS. BAKING SODA, CONTAINERS ETC..)	74.59
	08/30/2025	Bill	WALL ADHESIVE	13.98
	08/30/2025	Bill	PAINT & YARN/SUPPLIES	32.14
	08/30/2025	Bill	TONER/FAX	67.99
	09/02/2025	Bill	ALCOHOL WIPES/ATS DEPT.	27.99
	09/02/2025	Bill	LABEL PRINTER/CREDIT DUE FOR RETURN BOARD GAME BANDS (\$18.98)	394.99
	09/03/2025	Bill	GUESSTIMATION JAR/HALLOWEEN TREATS	48.86
	09/03/2025	Bill	LAMINATING SHEETS	39.78
	09/03/2025	Bill	CRAFT SUPPLIES	8.29
	09/10/2025	Bill	BOOKMARKS	14.49
	09/07/2025	Bill	PROGRAM SUPPLIES	10.80
	09/29/2025	Bill Payment (Check)		-692.45
	09/29/2025	Bill	ADA / baby changing station stickers for public restroom	15.98
	09/25/2025	Bill	Buttons for craft program	14.52
	09/25/2025	Bill	November take and makes	88.66
	09/24/2025	Bill	Pipe cleaners	6.64
	09/23/2025	Bill	Magnetic tape	5.19
	09/23/2025	Bill	Vinegar- 1 gallon	12.99
	09/22/2025	Bill	Ethernet switch, pencils, dry erase markers	26.83
	09/21/2025	Bill	Guesstimation jar	123.05

09/21/2025	Bill	Hooks for display	10.91
09/16/2025	Bill	FAMILY FUN BAG MATERIALS	51.46
09/15/2025	Bill	CRAFT MATERIALS/GLUE, PAINT	81.57
09/13/2025	Bill	OCTOBER MAKERS SUPPLIES	50.72
09/13/2025	Bill	YARN/HALLOWEEN CRAFT	46.30
09/11/2025	Bill	GREAT GATSBY BOOKS TO GIVE PER PROGRAM SIGN-UP	64.44
09/10/2025	Bill	PRIZE WHEEL	69.20
09/10/2025	Bill	PATRON USE/PENCIL SHARPENER	23.99

Ancel Glink

09/29/2025	Bill Payment (Check)		-500.00
09/10/2025	Bill	BID QUESTIONS, CONTRACT/INSURANCE REVIEWS	500.00

ANDERSON ELEVATOR COMPANY

09/11/2025	Bill Payment (Check)		-225.00
09/01/2025	Bill	MONTHLY ELEVATOR MAINTENANCE	225.00

Bollywood Groove & Culture Groove

09/22/2025	Bill Payment (Check)		-650.00
09/22/2025	Bill	Bollywood show 9/23/25	650.00

Cintas Fire Protection

09/11/2025	Bill Payment (Check)		-108.00
08/31/2025	Bill	MONTHLY AED SUBSCRIPTION	108.00

CleanNet of Illinois

09/11/2025	Bill Payment (Check)		-1,549.80
------------	-------------------------	--	-----------

09/01/2025	Bill	MONTHLY CLEANING FEE	1,549.80
------------	------	----------------------	----------

**Comcast
BUSINESS**

09/11/2025	Bill Payment (Check)		-389.95
08/27/2025	Bill	SEPTEMBER 2025 INTERNET BILL	389.95

**COMCAST
BUSINESS
(VoiceEdge*)**

09/11/2025	Bill Payment (Check)		-711.99
09/02/2025	Bill	SEPTEMBER PHONE BILL	711.99

DEMCO, INC.

09/11/2025	Bill Payment (Check)		-115.71
09/04/2025	Bill	TECH SERVICES SUPPLIES/LABEL LOCKS	115.71
09/29/2025	Bill Payment (Check)		-99.47
09/15/2025	Bill	TECH SERVICES MATERIALS/LABEL LOCKS	99.47

**DEO Consulting,
INC**

09/26/2025	Bill Payment (Check)		-215.00
09/22/2025	Bill	Balloon show- 120th anniversary	215.00

**Engberg-Anderson,
Inc.**

09/11/2025	Bill Payment (Check)		-4,362.00
08/31/2025	Bill	CONSTRUCTION DOC., BIDDING, ADMIN ETC.	4,362.00

**FSS
TECHNOLOGIES,
LLC**

09/29/2025	Bill Payment (Check)		-114.00
09/16/2025	Bill	BURGLAR ALARM SERVICE 10/25-12/25	114.00

**HOMETOWNS TO
HOLLYWOOD**

09/29/2025	Bill Payment (Check)		-400.00
09/16/2025	Bill	ROARING TWENTIES IN FILM PROGRAM 10/12/25	400.00

Hoopla

09/11/2025	Bill Payment (Check)		-3,899.23
08/31/2025	Bill	AUGUST HOOPLA CHECKOUTS	3,899.23

**Hulen Landscaping
Contractors**

09/11/2025	Bill Payment (Check)		-337.00
08/27/2025	Bill	AUGUST GARDEN CARE	337.00
09/29/2025	Bill Payment (Check)		-337.00
09/25/2025	Bill	September garden care	337.00

**Ingram Library
Services**

09/11/2025	Bill Payment (Check)		-1,465.24
09/08/2025	Bill	BOOK	16.19
09/08/2025	Bill	BOOKS	78.94
09/08/2025	Bill	BOOKS	23.06
09/08/2025	Bill	BOOK	11.81
09/08/2025	Bill	BOOK	14.31

09/09/2025	Bill	BOOK	14.81
09/09/2025	Bill	BOOKS	40.83
09/09/2025	Bill	BOOKS	26.15
09/09/2025	Bill	BOOK	21.91
09/09/2025	Bill	BOOK	21.43
09/09/2025	Bill	BOOK	10.82
09/09/2025	Bill	BOOK	9.10
09/09/2025	Bill	BOOK	12.19
09/05/2025	Bill	BOOKS	109.87
08/28/2025	Bill	BOOK	21.04
08/28/2025	Bill	BOOK	12.38
08/28/2025	Bill	BOOK	18.03
08/28/2025	Bill	BOOK	38.54
08/28/2025	Bill	BOOK	11.62
08/28/2025	Bill	BOOK	20.85
08/28/2025	Bill	BOOK	11.16
08/28/2025	Bill	BOOK	12.46
09/02/2025	Bill	BOOKS	51.12
09/02/2025	Bill	BOOKS	66.38
09/02/2025	Bill	BOOKS	58.85
09/02/2025	Bill	BOOK	19.73
09/02/2025	Bill	BOOKS	37.64
09/02/2025	Bill	BOOK	15.92
09/02/2025	Bill	BOOK	37.17
09/02/2025	Bill	BOOK	15.58
09/02/2025	Bill	BOOK	11.57
09/02/2025	Bill	BOOK	16.95
09/02/2025	Bill	BOOK	15.94
09/02/2025	Bill	BOOK	12.38
09/02/2025	Bill	BOOK	12.38
09/02/2025	Bill	BOOK	12.94
09/03/2025	Bill	BOOK	18.21
09/03/2025	Bill	BOOK	21.60
09/03/2025	Bill	BOOK	9.14
09/03/2025	Bill	BOOK	12.38
09/03/2025	Bill	BOOK	18.59
09/03/2025	Bill	BOOKS	32.11
09/03/2025	Bill	BOOK	21.14
09/03/2025	Bill	BOOK	26.72
09/03/2025	Bill	BOOK	17.04
09/03/2025	Bill	BOOK	10.21
09/05/2025	Bill	BOOK	17.64

09/05/2025	Bill	BOOK	23.29
09/05/2025	Bill	BOOK	18.04
09/05/2025	Bill	BOOK	18.04
09/05/2025	Bill	BOOK	15.60
09/05/2025	Bill	BOOKS	30.26
09/05/2025	Bill	BOOK	11.39
09/05/2025	Bill	BOOKS	59.48
09/05/2025	Bill	BOOK	14.72
09/05/2025	Bill	BOOKS	32.24
09/05/2025	Bill	BOOK	20.72
09/05/2025	Bill	BOOKS	28.47
09/05/2025	Bill	BOOKS	36.28
09/05/2025	Bill	BOOK	9.88
	Bill Payment		
09/29/2025	(Check)		-1,285.24
09/10/2025	Bill	BOOK	14.81
09/16/2025	Bill	BOOK	12.94
09/16/2025	Bill	BOOK	19.91
09/16/2025	Bill	BOOK	12.94
09/16/2025	Bill	BOOK	13.34
09/16/2025	Bill	BOOK	10.82
07/31/2025	Bill	SRP PRIZE BOOKS	248.56
09/10/2025	Bill	BOOKS	51.36
09/10/2025	Bill	BOOKS	34.51
09/10/2025	Bill	BOOKS	73.39
09/10/2025	Bill	BOOK	11.25
09/10/2025	Bill	BOOK	8.71
09/10/2025	Bill	BOOKS	49.19
09/10/2025	Bill	BOOKS	35.39
09/10/2025	Bill	BOOKS	35.41
09/12/2025	Bill	BOOK	19.34
09/12/2025	Bill	BOOKS	17.53
09/12/2025	Bill	BOOK	12.89
09/12/2025	Bill	BOOKS	55.21
09/12/2025	Bill	BOOKS	52.88
09/12/2025	Bill	BOOKS	118.31
09/12/2025	Bill	BOOKS	46.84
09/15/2025	Bill	BOOKS	211.17
09/15/2025	Bill	BOOK	14.31
09/15/2025	Bill	BOOK	12.94
09/15/2025	Bill	BOOK	22.73
09/15/2025	Bill	BOOK	11.98

09/15/2025	Bill	BOOK	12.38
09/16/2025	Bill	BOOKS	28.82
09/16/2025	Bill	BOOK	15.38

Kanopy

09/11/2025	Bill Payment (Check)		-333.20
08/31/2025	Bill	AUGUST CHECKOUTS	333.20

Konica Business Solutions

09/11/2025	Bill Payment (Check)		-136.50
09/01/2025	Bill	AUGUST 2025 COPY USAGE	126.04
09/01/2025	Bill	COPY MAINTENANCE SEPTEMBER 2025	10.46

Konica Premier Finance

09/11/2025	Bill Payment (Check)		-218.28
09/05/2025	Bill	COPIER LEASE	218.28
09/29/2025	Bill Payment (Check)		-218.28
09/29/2025	Bill	Copier lease payment	218.28

LATONYA WILLIAMS

09/29/2025	Bill Payment (Check)		-400.00
09/16/2025	Bill	CRAFT & CHAT/CANDLE MAKING FEE	400.00

MARILYN S. EICHMANN

09/29/2025	Bill Payment (Check)		-500.00
09/16/2025	Bill	VINTAGE JAZZ ENSEMBLE CONCERT FEE	500.00

MIDWEST TAPE

	Bill Payment		
09/11/2025	(Check)		-348.35
09/05/2025	Bill	DVDS	60.96
09/05/2025	Bill	DVD	31.18
09/10/2025	Bill	DVD	22.93
08/28/2025	Bill	DVDS	122.25
09/05/2025	Bill	AUDIOBOOK CD	42.98
09/05/2025	Bill	BLU-RAYS	68.05

NICOR GAS

	Bill Payment		
09/29/2025	(Check)		-300.98
09/29/2025	Bill	8-18-25 to 9-17-25 gas bill	300.98

**OUTSOURCE
SOLUTIONS
GROUP, INC.**

	Bill Payment		
09/29/2025	(Check)		-604.99
09/16/2025	Bill	ADOBE ACROBAT ANNUAL RENEWAL	586.64
09/19/2025	Bill	iPad security software	18.35
09/29/2025	Bill Payment (Check)		-9,300.21
09/19/2025	Bill	*CAPITAL- Bill 2 of 2 for capital tech hours	2,780.24
09/26/2025	Bill	*CAPITAL- 5 computer replacements	6,519.97

OverDrive

	Bill Payment		
09/11/2025	(Check)		-2,465.18
08/26/2025	Bill	3 EBOOKS, 1 AUDIOBOOK	254.32
09/02/2025	Bill	2 EBOOKS	42.49
08/28/2025	Bill	5 EBOOKS, 5 AUDIOBOOKS	520.96
08/26/2025	Bill	21 EBOOKS, 12 AUDIOBOOKS	1,647.41
09/29/2025	Bill Payment (Check)		-2,430.04
09/22/2025	Bill	2 ebooks	99.86
09/25/2025	Bill	20 ebooks, 15 audiobooks	1,717.95

09/25/2025	Bill	6 ebooks, 1 audiobook	292.48
09/09/2025	Bill	3 EBOOKS, 3 AUDIOBOOKS	319.75

PeopleFacts

09/11/2025	Bill Payment (Check)		-334.20
08/30/2025	Bill	3 BACKGROUND CHECKS	334.20

**PROFESSIONAL
IMAGE**

09/11/2025	Bill Payment (Check)		-30.45
08/25/2025	Bill	NEW EMPLOYEE NAME TAGS	30.45
09/29/2025	Bill Payment (Check)		-26.90
09/29/2025	Bill	New employee nametag	13.45
09/29/2025	Bill	New employee nametag	13.45

Rhonda Fentry

09/29/2025	Bill Payment (Check)		-75.00
09/16/2025	Bill	SOUNDBATH MEDITATION PRESENTER FEE	75.00

**RIVER FOREST
PARK DISTRICT**

09/29/2025	Bill Payment (Check)		-500.00
09/16/2025	Bill	HOOT N HOWL PROGRAM FEE	500.00

**S&D PRIME
MAINTENANCE,
INC**

09/11/2025	Bill Payment (Check)		-2,418.33
08/31/2025	Bill	AUGUST 2025 MAINTENANCE	1,040.83
08/31/2025	Bill	REMAINING BALANCE/WALL REPAIRS	1,377.50

Staples

09/29/2025	Bill Payment (Check)		-808.09
08/25/2025	Bill	COPY PAPER, AVERY LABELS, MISC. PAPER SUPPLIES,MISC. OFFICE SUPPLIES	808.09

**The Soft Play Life
LLC**

09/11/2025	Bill Payment (Check)		-300.00
09/09/2025	Bill	SOFT PLAY PROGRAM	300.00

**Today's Business
Solutions**

09/29/2025	Bill Payment (Check)		-2,046.40
09/18/2025	Bill	ANNUAL PRINTING SERVICE	2,046.40

**VILLAGE OF RIVER
FOREST**

09/11/2025	Bill Payment (Check)		-7,208.05
09/11/2025	Bill	August 2025 IMRF	7,208.05
09/11/2025	Bill Payment (Check)		-4,642.28
09/11/2025	Bill	August 2025 Health Insurance	4,642.28

Wednesday, Oct 15, 2025 08:52:04 AM GMT-7

Byline Credit Card September 2025

Ending Balance: \$718.20

Date	Payee	Memo	Charge	Payment	Type	Account
09/25/2025	MICHAELS	Helium balloons for 120th birthday party	91.18		Expense	Special Programs
09/25/2025	River Forest Chocolates	CUSTOM CHOCOLATES/RFPL BIRTHDAY TREATS MONTHLY	125.58		Expense	Special Programs
09/23/2025	Stamps.com	STAMPS.COM FEE	19.99		Expense	Support Services:Postage Children's Expenses:Programs -
09/23/2025	Target	SNACKS, SUPPLIES	53.47		Expense	Children's
09/18/2025	ELAN FINANCIAL SERVICES	Credit card payment		4,888.43	Expense	BYLINE Operations Adult Expenses:Periodicals -
09/18/2025	WALL STREET JOURNAL	WSJ MONTHLY CHARGE	64.99		Expense	Adult
09/18/2025	DUNKIN" - BASKIN-ROBBINS	DONUTS/DONUTS & DISCUSSIONS FLIGHT TO ST. LOUIS/LMCC CONFERENCE	17.43		Expense	Teen Expenses:Programs-Teen
09/15/2025	United E-Ticket	NOV 11, 2025 & NOV 13, 2025	345.56		Expense	Personnel:Staff Training and Development
09/11/2025	THREADLESS Library Marketing and Communications Conference	SWEATSHIRTS/NEW STAFF	145.55		Expense	Marketing:Advertisement
09/11/2025	A CORE LOCKSMITH	LMCC CONFERENCE REGISTRATION	550.00		Expense	Personnel:Staff Training and Development Building Expenses:Maintenance -
09/11/2025		12 EXTERIOR KEYS LIBRARY 120TH BIRTHDAY CELEBRATION	300.00		Expense	Supply
09/08/2025	ZAZZLE	ARTWORK	81.04		Expense	Special Programs
09/08/2025	ILA	ILA CONFERENCE REGISTRATION	450.00		Expense	Personnel:Staff Training and Development
09/05/2025	American Girl	AMERICAN GIRL MERCHANDISE	1,266.15		Expense	Children's Expenses:Non-Print Children's

River Forest Public Library

Fund Balances

As of September 30, 2025

Prepared 10.15.25

9/30/2025

CHECKING/SAVINGS - OPERATIONS FUND

Operations Current

Interest Rate

ICS Operations	0.50%	412,805.32
Byline Operations	0.40%	49,986.32
CIBC Operations	0.00%	-
Petty Cash		40.00

TOTAL OPERATIONS CHECKING/SAVINGS 462,831.64

Maturity Date

CDARS Reserves

Interest Rate

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

TOTAL CDARS Reserves Operations 162,683.73

TOTAL OPERATIONS FUND

625,515.37

CHECKING/SAVINGS - CAPITAL ACCOUNT

Interest Rate

ICS Capital	0.50%	141,688.85
Byline Capital	0.40%	10,001.59

TOTAL CAPITAL CHECKING/SAVINGS 151,690.44

Maturity Date

CDARS Reserves

Interest Rate

10/9/2025	CAP CD 6 MONTHS- CIBC	3.65%	52,221.66
10/9/2025	CAP CD 6 MONTHS- CIBC	3.65%	52,221.66
10/16/2025	CAP CD 3 MONTHS- CIBC	3.25%	52,633.37
11/28/2025	CAP CD 3 MONTHS- CIBC	3.25%	264,254.17
12/26/2025	CAP CD 3 MONTHS- CIBC	3.25%	234,793.17
12/26/2025	CAP CD 3 MONTHS- CIBC	3.25%	254,084.19

TOTAL CDARS Reserves Capital 910,208.22

TOTAL CAPITAL FUND

1,061,898.66

TOTAL OPERATIONS/CAPITAL FUNDS

1,687,414.03



River Forest Public Library - Capital Reserve Fund

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

Sep-25

Capital Reserve Account Balances

ICS Capital Reserve	\$	141,688.85 *
---------------------	----	--------------

Byline Capital Checking	\$	10,001.59
-------------------------	----	-----------

Total Capital Reserve Checking / Savings	\$	151,690.44
---	-----------	-------------------

Total Capital CDARS Reserve	\$	910,208.22
------------------------------------	-----------	-------------------

Total Capital Reserve Fund	\$	1,061,898.66
-----------------------------------	-----------	---------------------

Revenues

Expenses

Outsource Solutions Group- bill 1 of 2 for capital tech hours	9/8/2025	\$	2,780.24
---	----------	----	----------

Engberg Anderson- construction documents, bidding, admin	9/16/2025	\$	4,362.00
--	-----------	----	----------

Transfers

Income

Interest- Checking / ICS	9/30/2025	\$	62.53
--------------------------	-----------	----	-------

Interest- CDARS	9/30/2025	\$	3,945.06
-----------------	-----------	----	----------

Prepared: 10.15.25

*Includes \$50,000 Live and Learn Grant

XI. Infectious Materials

While normal RFPL operations are not likely to involve circumstances exposing employees or patrons to blood borne pathogens and other infectious materials (“Infectious Materials”), RFPL complies with Illinois Department of Labor regulations and therefore with the federal Occupational Safety and Health Administration (“OSHA”) regulations relating to occupational exposures to Infectious Materials.

A. Exposure Determination

No particular job classification of RFPL has Occupational Exposure (defined by OSHA as a “reasonably anticipated ... contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties”). Emergencies may occur, however, with staff or patrons, and RFPL employees may need to assist.

B. Universal Precautions

All potential circumstances of exposure must be taken into account by RFPL and its employees to protect against exposure. Hepatitis B (“HBV”), human immune deficiency virus (“HIV”), and other pathogens found in Infectious Materials cause life-threatening diseases. In an emergency or other such circumstances, when contact with potentially Infectious Materials may result, RFPL’s approach to infection control requires all such materials be treated as if known to be infectious for HIV, HBV, and other pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposure, and if a possibility of exposure remains, personal protective equipment shall also be used.

C. Exposure Control Plan

At any time that potentially Infectious Materials are present within the RFPL environment, the area contaminated shall be immediately cordoned off and quarantined even if the entire RFPL must be closed temporarily. Personal protection clothing, such as gloves, gowns, and masks, are kept at RFPL and shall be used as needed. If advisable, a professional hazardous/contamination cleanup firm shall be retained for cleanup and decontamination. The quarantine shall be effective until cleanup and disposal are fully completed. Hand-washing facilities are provided by RFPL and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. Any employee who has an Occupational Exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with federal and state regulations. Following the report of an exposure incident, RFPL will make immediately available to any exposed employee a confidential medical evaluation. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by regulations.

D. Training

RFPL shall provide annual precautionary and exposure control training for all employees.

Updated October 2025

XI. Infectious Materials-

While normal RFPL operations are not likely to involve circumstances exposing employees or patrons to blood borne pathogens and other infectious materials (“Infectious Materials”), RFPL complies with Illinois Department of Labor regulations and therefore with the federal Occupational Safety and Health Administration (“OSHA”) regulations relating to occupational exposures to Infectious Materials.-

A. Exposure Determination

No particular job classification of RFPL has Occupational Exposure (defined by OSHA as a “reasonably anticipated ... contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties”).- Emergencies may occur, however, with staff or patrons, and RFPL employees may need to assist.-

B. Universal Precautions

All potential circumstances of exposure must be taken into account by RFPL and its employees to protect against ~~exposures-~~ exposure.- Hepatitis B (“HBV”), human immune deficiency virus (“HIV”), and other pathogens found in Infectious Materials cause life-threatening diseases.- In an emergency or other such circumstances, when contact with potentially Infectious Materials may result, RFPL’s approach to infection control requires all such materials be treated as if known to be infectious for HIV, HBV, and other pathogens.- Engineering and work practice controls shall be used to eliminate or minimize employee ~~exposures~~ exposure, and if a possibility of exposure remains, personal protective equipment shall also be used.-

C. Exposure Control Plan

At any time that potentially Infectious Materials are present within the RFPL environment, the area contaminated shall be immediately cordoned off and quarantined even if the entire RFPL must be closed temporarily.- Personal protection clothing, such as gloves, gowns, and masks, are kept at RFPL and shall be used as needed.- If advisable, a professional hazardous/contamination cleanup firm shall be retained for cleanup and decontamination.- The quarantine shall be effective until cleanup and disposal are fully completed.- Hand-washing facilities are provided by RFPL and must be used by the employees as soon as feasible, including following the removal of personal protective equipment.- Any employee who has an Occupational Exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with federal and state regulations. Following the report of an exposure incident, RFPL will make immediately available to any exposed employee a confidential medical evaluation.- A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by regulations.-

D. Training-

RFPL shall provide annual precautionary and exposure control training for all employees.-

Updated ~~September 2022~~

October 2025

Strategic Directions

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

Construction began on September 29 to finish the Community Room, renovate the Children's staff space and add a bathroom. The Library closed the morning of October 3rd due to concrete demolition noise, and Midwest finished all noisy work ahead of our opening at noon.



Spaces

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



Community

Children's staff attended the annual **LemonAid fundraiser** held on Bonnie Brae. 358 attendees visited our table. The event partners with the community to raise money for various causes. Last year, some money raised went to the Collaboration for Early Childhood, who in turn put together sensory materials which they donated to the Library. This community event is a great way outreach opportunity every year.

Goal: Strive to make the Library the heart of the community.

This October 4th we held our **annual shredding event** and had about 100 patrons drop off boxes of documents to be shredded. Patrons shared that they love the convenience and look forward to this event each year.



Resources

The **RFPL Foundation's Our Next Chapter donor event** this September was a nice opportunity to meet donors and talk about the Community Room project and other Library needs. Donor support was essential to make our project possible, so it was great to be able to express gratitude for that in person.

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

Our **River Forest Reads** series of programs around *The Great Gatsby* has been a big hit with patrons. The Writing Gatsby program and the Portrayal of Zelda Fitzgerald event each drew a big crowd, and the book discussion, led by ATS Librarian Brian Wolowitz, was attended by 8 patrons who were eager to discuss the classic. We look forward to the upcoming movie screening on October 16th and a vintage jazz ensemble concert on October 19th to finish up the series.



*Events, Services
& Collections*

Goal: Incorporate and celebrate diversity.

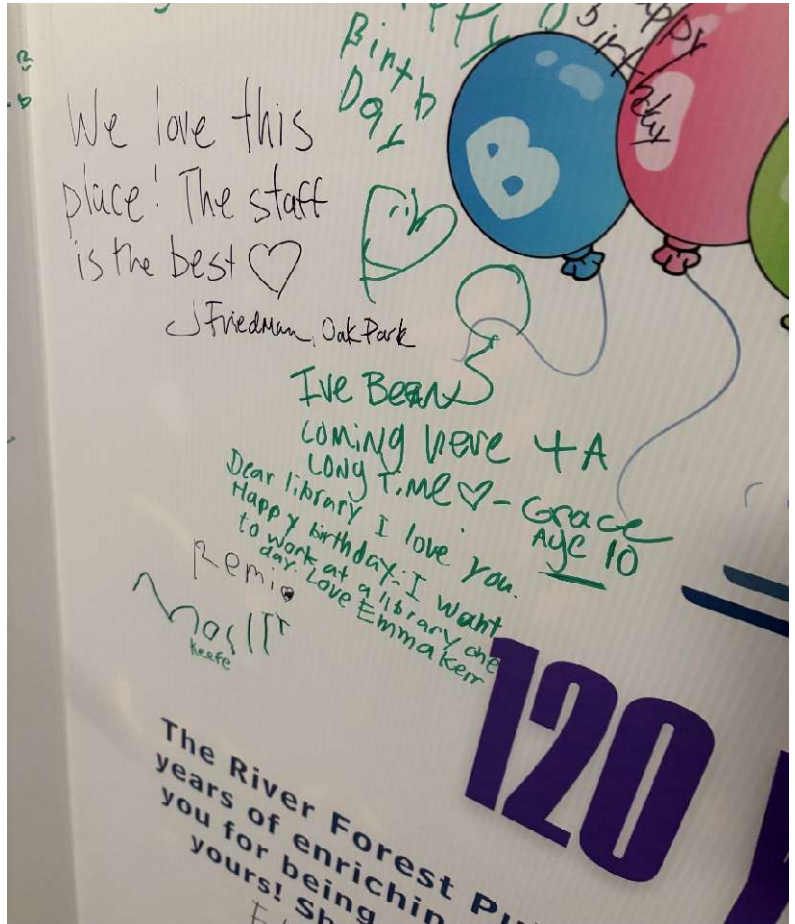
Children's held a **Diwali event** on September 23rd. Author and presenter Ajanta Chakraborty, from Bollywood & Culture Groove, led an amazing program for kids of all ages about the traditions of Diwali through her book and dance. Kids learned an amazing Bollywood style dance that incorporated moves that brought Diwali traditions to life through movement. Everyone had an amazing time, and we hope to have Ajanta back for a Holi event in the spring.



Happy 120th Birthday, River Forest Public Library!



September 26 was the Library's 120th birthday, so we decided to throw a party! 92 attendees enjoyed The Magical Balloon Dude's performance and the birthday-themed storytime run by Jenn Meadows, Children's Associate. Throughout that Friday, 112 more people came by to spin the birthday present prize wheel, eat cupcakes, sign the Library's birthday card, check out the history exhibit on the second floor, and sing and dance in the Barbara Hall Room. Library staff were excited to decorate the Library and celebrate with the community. It was a great day!



Key Performance Indicators

Category	July 2025	August 2025	September 2025
Physical item circulation - initial checkouts	14,411	13,041	11,595
Digital item circulation	6,230	6,171	5,487
Total Circulation	20,641	19,212	17,082
Programs for Adults	7 programs 200 attendees	9 programs 221 attendees	8 programs 132 attendees
Programs Middle School aged children	8 programs 206 attendees	4 programs 64 attendees	9 programs 99 attendees
Programs for Children	27 programs 1416 attendees	17 programs 1030 attendees	26 programs 1786 attendees
Library-Wide Programs	0 programs 0 attendees	0 programs 0 attendees	1 programs* 112 attendees
Total Programs	42 programs 1,822 attendees	30 programs 1,315 attendees	43 programs 2,129 attendees

Children's Play Area Visits	2,481	2,152	2,095
New cardholders added	52	56	35
Total cardholders	6,497	6,493	6,507
Website sessions	7,771	7,894	8,377
Patron visits	8,776	9,046	8,250
Instagram Followers	1,633	1,634	1,650
Facebook Followers	1,450	1,450	1,459

*Library's 120th Birthday Party

Staff Updates

- Adult & Teen Services hired Mike Merucci as an ATS Associate. Mike worked in a small public library in Michigan during college and is a great addition to the team.
- Children's Librarian, Marissa Walentschik, joined other Children's Services Librarians at the Skokie Public Library for an early literacy workshop with a viewing of *The Right to Read*, followed by a discussion.
- The Local Library Act will be amended as of January 1, 2026, requiring public libraries to have a supply of Narcan and staff trained to use it. We already have a Narcan supply in the building, and the Person-in-Charge team has been attending refresher training in anticipation of the new requirements.

Financial Highlights

- The FY24-25 audit is complete, and the excess revenues over expenditures eligible to be transferred to our Capital Fund is \$166,711.
- Cook County's transition to a new IT system continues to delay the delivery of 2nd installment tax bills and their payments. The Library has 3 months of reserve in the liquid operating fund, and another \$107,000 operating CDARS is maturing this October.
- One Operating (\$105,928) and two Capital CDARS (\$234,793 and \$254,084) matured this September. The Capital CDARS were rolled for 3 months and the Operating was liquidated.

Facility Highlights

- Assurant Fire Protection were on-site to make repairs to the sprinkler system.
- Southwest Fireplace inspected both fireplaces in Adult & Teen Services.
- The River Forest Fire Department conducted their annual inspection of the building.

Committee Updates

Policy Committee met on September 23

Facilities Committee met on October 1

Respectfully submitted,

Emily Compton
October 17, 2025

River Forest Public Library
Policy Committee Meeting

MINUTES - DRAFT

Tuesday, September 23rd, 2025 at 2:30 pm

Present: Committee members Elan Long, Kathleen O'Neil, and Simon Saddleton. RFPL Director Emily Compton, and Adult & Teen Services Manager Shannon Gruber. Lindsay McIntyre arrived at 2:46 pm. Nate Root was absent.

Call to Order: Chairperson Long called the meeting to order at 2:33 pm.

Minutes:

1. April 21st, 2025 Committee meeting minutes deemed approved.
2. Patrons X: Child Safety
Director Compton explained the reasoning behind increasing the ages of children who can attend a program without a chaperone. The Committee discussed minor changes for clarity.
3. Staff VII: Dispute Resolution
Minor changes made for clarification.
4. Staff VIII: Employee Discipline
Minor changes made to align with the Patron Code of Conduct.

Next Meeting: The next meeting will be scheduled in January 2026.

Adjournment: Trustee Long moved to adjourn the meeting at 3:01 pm. Trustee McIntyre seconded.

**River Forest Public Library
Facilities Committee Meeting
MINUTES- DRAFT
Wednesday, October 1st, 2025 at 9:00 AM**

1. Call to Order: Trustee Delano called the meeting to order at 9:15am.

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

Others present: RFPL Director Emily Compton, RFPL Operations Manager Shannon Duffy

Visitors: none

3. Minutes of the June 13, 2025 Facilities Committee meeting

The June 13, 2025 minutes were unanimously approved.

4. Old Business

- a. Room renovation project update
 - a. Construction has begun. Midwest Services and Development installed a plywood wall in the Children's Room to block off the construction site from the rest of the room. Staff have reported that they feel like the workers are being respectful of the space.
- b. Door stain change order
 - a. The stain on the interior doors being installed does not match the existing wood in the building. Engberg-Anderson architect Sean Kelly recommended a change order to get unstained doors that will be stained to match. All three committee members approved.

5. New Business:

- a. Terracon Property Assessment Report and capital planning
 - a. Director Compton received the property assessment report. The building is in good shape overall but the space needs assessment will provide more information. Some projects that will be budgeted for include repairing the trash enclosure, replacing the window gaskets on the skylights, and eventually replacing the elevator. An up to date facilities assessment will allow the library to qualify for grants.
- b. Space Needs Assessment next steps
 - a. Director Compton will get proposals from three companies.

Adjournment: A motion was made by Trustee Berens to adjourn the meeting at 9:48 AM . It was seconded by Trustee Delano.



River Forest Public Library Board Meetings 2026

The Board of Trustees holds its regular meeting on the third
Tuesday of the month, except August and December,
at 6:00 PM at the
River Forest Public Library
735 Lathrop Avenue
River Forest, Illinois

Tuesday, January 20

Tuesday, February 17

Tuesday, March 17

Tuesday, April 21

Tuesday, May 19

Tuesday, June 16

Tuesday, July 21

Tuesday, September 15

Tuesday, October 20

Tuesday, November 17

*Board meeting dates are presented annually at the October regular board meeting

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: October 16, 2025

RE: Construction Approvals Plan

The Board of Trustees approved a spending approvals plan for the air handler project in January 2023. The plan allows me to accept changes with a cost of up to \$20,000 to the project with the approval of two board members, rather than requiring a vote of the full Board. The procedure is based on the Fiscal Accountability Policy Non-Recurring Expenses section, which allows the Director to approve emergency expenses above their spending limit with the approval of two Trustees.

The plan was put into effect to avoid delays in construction. Because this is phase two of the same project, my understanding is that that plan is in place for this phase as well. Because we have new Trustees, I wanted to check in and make sure the majority are comfortable with me moving forward with the plan as is.

I look forward to discussing with the group.