

LEGAL NOTICE:

AGENDA
MONTHLY MEETING OF
THE RIVERSIDE PUBLIC LIBRARY BOARD OF TRUSTEES

Notice is hereby given that the Riverside Public Library Board of Trustees, Cook County, Illinois, will hold a Regular Meeting commencing at the hour of 7:30 pm on Tuesday, November 12, 2024 in the Foley Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:30 pm
- II. Roll Call
- III. Welcome Guests
- IV. Public Comment
- V. Approve Minutes of October 8, 2024 – *Action Item*
- VI. Review of October Bills—*Action Item*
- VII. Review of October Financial Statements—*Action Item*
- VIII. Committee Reports
 - A. Finance – Jane Birmingham
 - B. Building & Grounds – Ken Circo
 - C. Policy & Bylaws – Dan Loucks
 - 1. Purchasing Policy – *Action Item*
 - 2. Photography and Videography Policy – *Action Item*
 - D. Technology – Nancy DeFauw and Michael Hagins
 - E. Communications and Marketing – Courtney Greve Hack
- IX. Staff Reports—October
 - A. Children & Youth Services Manager—Nora Durbin
 - B. Patron Services & Computer Services Manager—Sharon Shroyer
 - C. Information Services—Diane Silva
 - D. Monthly Statistics
- X. Director's Report—Janice Foley
- XI. Unfinished Business
- XII. New Business
 - A. 2025 Board Meeting Dates – *Action Item*
 - B. Illinois Public Library Per Capita Aid Equalization Grant Application – *Action Item*
 - C. Special Event Use Permit – *Action Item*
- XIII. Announcements
- XIV. Correspondence & FYIs
- XV. Executive Session
 - A. **Library Director's Review** - *To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1))*
- XVI. Adjournment



**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
October 8, 2024**

Held Tuesday, October 8, 2024 in the Foley Community Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

In Attendance: Ken Circo, President; Courtney Greve Hack, Vice President; Christine Long, Secretary; Jane Birmingham, Treasurer; Michael Hagins, Trustee; Nancy DeFauw, Trustee; and Daniel Loucks, Trustee.

Also in Attendance: Janice Foley, Library Director; Diane Silva, Assistant Director; Ashley Vimont, Bookkeeper and Lisa Garay, Office Administrator.

Called to order at 7:32 pm by President Ken Circo.

Review of Minutes

Jane Birmingham moved, and Christine Long seconded, that the Board approve the minutes of the September 10, 2024 regular meeting.

Ayes: Birmingham, DeFauw, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Nancy DeFauw moved, and Michael Hagins seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 23866 through 23937, 23939 through 23945, 23948 through 23963 and 23965 through 23975 in the total amount of \$78,372.31, which includes payroll through September 27, 2024.

Roll Call Vote:

Ayes: Birmingham, DeFauw, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Courtney Greve Hack moved, and Dan Loucks seconded, that the Board approve the financial statements for September 30, 2024, subject to audit.

Roll Call Vote:

Ayes: Birmingham, DeFauw, Greve Hack, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed

Committee Reports

Building and Grounds

The carpeting project is almost finished. The Library will be closed tomorrow until 1 pm to allow for the handicap ramp hallway and the side entrance hallway by the elevator to be re-carpeted.

President Circo asked if we received the price quote on the heavier grade carpet for the Patron Services area. Director Foley will ask about this.

Mulch was purchased and applied by the landscapers to the front flower beds. The sprinkler system will be shut down tomorrow for the winter.

Policy and Bylaws

We are waiting to hear back from Michael Marrs on both the Purchasing Policy and the Photography and Videography Policy.

Director Foley reported that we had a 1st amendment /FOIA audit visit by a member of the community last Thursday. He noted that we didn't have an organizational chart or our updated FOIA policy posted. He stated he would be back in a month to check again. Otherwise, we passed the audit. Director Foley checked social media and didn't see anything reported on the visit. She has already posted our current FOIA policy and organizational chart in the display case in the foyer.

Trustee Loucks asked about our FOIA policy. Director Foley stated It is posted on the website in addition to the entrance foyer. She also mentioned that she has a FOIA certification.

Staff Reports

The Trustees commented positively on the CYS potato chip taste test and the 2nd grade field trip. Planning continues for the Library's 95th anniversary.

Director's Report

Trustee DeFauw asked about the declining attendance at this year's Farmer's Market. The Board discussed various factors that could have contributed to this decline. The Trustees noted that the food trucks seemed to be very popular, as well as the live music. In spite of the decline, we distributed 110 mini pumpkins for decorating

Director Foley noted that Reading for the Wines planning should be beginning soon. She shared that she did some research on other library's fundraisers. Based on this, she recommended that we raise our ticket prices, perhaps to \$40 - \$45 per ticket. We charged \$35 last year. Trustee Birmingham asked about our maximum capacity for the event. The limit is 300 – 325 tickets. We also discussed the breakout sessions. They are a lot of work, for what turns out to be a limited return. The Board decided that \$45 will be our ticket price for next year.

The funds will be used to remodel the Patron Services area. We discussed having an architect actually design the space instead of just drawing something based on our thoughts. Other ideas mentioned included: getting input from an interior designer for the Patron Services remodel, and including other areas – staff room and / or mezzanine staff area – in the plans at some point.

Trustee Circo asked about bringing back the raffle baskets. That is a possibility if someone volunteers to organize this effort. There is also an issue of where to place the baskets. We've been a bit short on space, especially in the last two years, with so many vendors.

Director Foley asked for volunteers from the Board to staff the RBTW committee. Trustees DeFauw, Long and Greve Hack volunteered to help.

Harvest Bingo is Saturday. Once again, the event is sold out. We're planning on having a Farmer's Market committee for next summer's market. We're participating in two Trunk or Treats this year.

Holiday Stroll planning continues. Santa will be here again. We plan to have the queue run through the stacks again. The book sale will be in the AV room. We're planning to sell ornaments again and are in process now of painting them. We plan to pre-make 45 ornaments for sale that evening.

The Employee Handbook update is progressing. We're on track to have a first draft by the end of the year.

Old Business

2025 Operating Budget

Courtney Greve Hack moved, and Jane Birmingham seconded, that the Board approve the 2025 Operating Budget

Roll Call Vote:

Ayes: Birmingham, DeFauw, Greve Hack, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed.

New Business

January 2025 In-Service

Courtney Greve Hack moved, and Christine Long seconded, that the Board approve a staff in-service for January 2025. The in-service will likely be on a Friday and the Library will be closed that day.

Ayes: Birmingham, DeFauw, Greve Hack, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Recess to Executive Session

Courtney Greve Hack moved, and Michael Hagins seconded, that the Board convene in Executive Session to discuss the minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 (5 ILCS 120/2(c)(21)) at 8:06 pm.

Roll Call Vote:

Ayes: Birmingham, DeFauw, Greve Hack, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Return to Regular Session

The Board returned to Regular Session at 8:11 pm.

Review of Executive Session Minutes

Dan Loucks moved, and Courtney Greve Hack seconded, that the Board approve the executive session minutes of April 9, 2024 with the noted modification.

Ayes: Birmingham, DeFauw, Greve Hack, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Dan Loucks moved, and Courtney Greve Hack seconded, that following a review of the executive session minutes of April 9, 2024, the Board agreed by consensus to release to the public the following executive session minutes: April 9, 2024.

Ayes: Birmingham, DeFauw, Greve Hack, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Adjournment

Upon motion by Courtney Greve Hack, seconded by Dan Loucks, and passed unanimously, the meeting was adjourned at 8:13 pm.

President

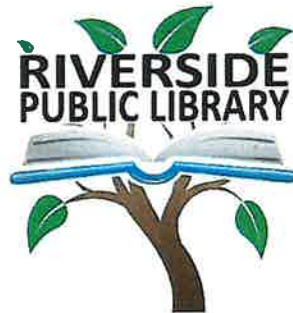
Secretary

Riverside Public Library

CASH DISBURSEMENTS

OCTOBER - 2024

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR OCTOBER 2024 ACCOUNTS PAYABLE
AND OCTOBER 2024 PAYROLL = \$91,597.75**

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 10/1/2024 Through 10/31/2024

Check Numbr	Check Date	Payee	Check Amount	Transaction Description
23976	10/3/2024	Blue Cross Blue Shield of Illinois	4,880.81	HMO Medical October 2024
23977	10/3/2024	NCPERS Group Life Ins	32.00	Term Life - Forsyth & Silva
23978	10/9/2024	Fredricksen Fire Equipment	166.65	Annual Maintenance
23979	10/9/2024	Garvey's Office Products	48.50	Paper
23980	10/9/2024	Greg Hannah Plumbing	362.70	Plumbing and Replacements
23981	10/9/2024	Lofton Landscaping Company	1,375.00	Landscaping plus Mulch
23982	10/9/2024	Madison National Life	32.19	Life Insurance - October 2024
23983	10/9/2024	Village of Riverside	0.00	Water July August
23984	10/9/2024	Unique Management Services, Inc.	49.25	July Placements
23985	10/14/2024	Edward Dzialo	350.00	Lizzie Borden Program
23986	10/14/2024	Ingram Library Services	1,093.35	17 titles
23987	10/14/2024	Patricia Reaves	150.00	Genealogy Program
23988	10/14/2024	Troy Taylor	100.00	Zoom Program
23989	10/14/2024	Unique Management Services, Inc.	9.85	9-27 Placement
23990	10/17/2024	Aquamist Plumbing & Lawn Sprinkling	225.00	Winterization
23991	10/17/2024	EnvisionWare, Inc.	3,023.22	Low Lev Self Service Station
23992	10/17/2024	Garvey's Office Products	99.90	Tissue
23993	10/17/2024	Latitude Signage + Design	1,598.00	Foley Community Room Sign
23994	10/17/2024	Business Card	2,121.10	Credit Card Purchases - Durbin
23995	10/17/2024	NICOR Gas	405.70	Gas Bill
23996	10/17/2024	Raul Quesada	85.00	Fire Place Maintenance
23997	10/17/2024	Tonies US, Inc	204.00	Tonies Pieces
23998	10/17/2024	Web Computer Consultants	360.00	Computer Consulting Services
23999	10/22/2024	Village of Riverside	5,553.75	October 2024
24000	10/24/2024	Ingram Library Services	32.92	2 titles
24001	10/29/2024	J. Andersen Construction	600.00	Light Bulb Replacements
24002	10/29/2024	Blue Cross Blue Shield of Illinois	4,880.81	HMO Medical - November 2024
24003	10/29/2024	GT Mechanical Projects & Design, Inc	622.00	Quarterly Maintenance Agreement 2 of 4
24004	10/29/2024	SWAN	5,820.25	Quarterly Fees
24005	10/29/2024	Jane Wilhelm	120.00	October Accounting Services - 2 hr
24006	10/30/2024	Village of Riverside	516.25	Water July August
24007	10/30/2024	LIMRiCC-UCGA	122.06	3rd Quarter 2024 UC Expense
24008	10/31/2024	Delta Dental of Illinois - Risk	153.10	Dental - October November
24009	10/31/2024	Delta Dental of Illinois- Vision	91.42	Vision - October November
24010	10/31/2024	NCPERS Group Life Ins	32.00	November Term Life - Forsyth & Silva
24011	10/31/2024	News Bank, Inc	1,115.00	Annual Subscription
24012	10/31/2024	RAILS Library System	20.00	NAMI Mental Health Seminar
24013	10/31/2024	Village of Riverside	0.00	Water July August
1540	10/11/2024	Administration	8,234.17	Group: 01; Pay Date: 10/11/2024
1541	10/11/2024	Information Services	12,316.78	Group: 02; Pay Date: 10/11/2024
1542	10/11/2024	Children & Youth Services	8,440.17	Group: 03; Pay Date: 10/11/2024
1543	10/11/2024	Patron Services	<u>14,296.13</u>	Group: 04; Pay Date: 10/11/2024
			79,739.03	
	10/11/2024	EFTPS- Employer Portion	2,143.31	
	10/25/2024	EFTPS- Employer Portion	2,202.10	
ACH00039	10/29/2024	Leaf	789.70	Copier Rental
ACH00040	10/29/2024	Comcast Cable	233.85	High Speed Internet
ACH00041	10/29/2024	Comcast Cable	<u>467.28</u>	Phone Bill
Report Total			<u>85,575.27</u>	

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 11/12/2024 Through 11/12/2024

Check Number	Check Date	Payee	Check Amount	Transaction Description
24014	11/12/2024	Amazon Capital Sevices	1,345.33	October Amazon Purchases
24015	11/12/2024	Cintas Corporation LOC. 769	1,151.48	mats/cleaning supplies
24016	11/12/2024	Colley Elevator Co.	226.00	Elevator Inspection
24017	11/12/2024	Garvey's Office Products	74.40	Rubbbers Bands - Paper
24018	11/12/2024	Ingram Library Services	2,095.91	Various Titles
24019	11/12/2024	Lofton Landscaping Company	275.00	Landscaping
24020	11/12/2024	Midwest Tape	854.36	Monthly Subscription - October
Report Total			6,022.48	

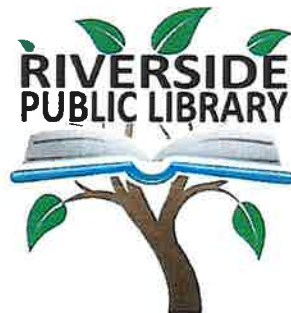
Riverside Public Library

FINANCIAL REPORTS

For 10 Months Ending

October 31, 2024

UNAUDITED



**Riverside Public Library
Cash Balances
As of 10/31/2024**

	Balance, <u>10/31/2024</u>
Consolidated Operating Funds:	
First American- Checking	47,521.02
First American- Payroll	<u>268.21</u>
Total First American accounts	47,789.23
Illinois Funds	
Tax/Reserve Fund	1,133,386.32
Capital Improvements Fund	48,278.85
Special Reserve Fund	10,947.54
Working Cash Fund	271,839.22
Library Bond Fund	<u>54,594.51</u>
Total Illinois Funds	1,519,046.44
Total Operating Funds Cash Balances	1,566,835.67
Gift & Endowment Funds:	
Library Gift Fund	132,032.10
Batko Endowment Fund	6,548.31
Lower Level Renovation Fund	56,417.44
General Endowment Fund	10,986.57
Darwin Fund	<u>17,908.59</u>
Total Gift & Endowment Funds	223,893.01
Total Funds	<u>1,790,728.68</u>

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 10/31/2024

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	1,320,836.32
1st American-Checking Account	31,083.98
1st American-Payroll Account	268.20
Riverside Bank savings account	0.01
Illinois Fund- Library Bond Fund	(42,292.80)
Property Tax Receivable	36,637.18
Due from Other Funds	4,868.40
Due from Gift Fund	620.74
Due from other groups	547.53
Due from Friends of the Library	419.88
Staff Receivables	(62.23)
Fixed Assets	2,100,381.00
Total Assets	3,453,308.21
Liabilities	
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,024.00
IMRF Payable	(199.70)
Deferred Property Taxes	36,636.73
Accrued Payroll	18,548.84
Health Insurance Payable	(947.07)
Term Life Insurance Payable	(184.00)
Due to Other Funds	2,591.19
Due to Friends of the Library	454.00
Due to Olmsted Society	20.00
Due to Historical Society	425.00
Due to Preservation Commission	3.00
Investment in Fixed Assets	2,100,381.00
Total Liabilities	2,158,692.42
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	878,364.36
Restricted for Audit	3,502.75
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	256.63
Total Beginning Fund Balances	880,322.53
Excess Revenues/(Expenditures)	414,293.26
Total Fund Balances	1,294,615.79
Total Liabilities & Fund Balances	3,453,308.21

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 10/1/2024 Through 10/31/2024

	Current Period Actual	Current Year Actual-10 mos.ending 10/31/2024	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2022 Property Tax Revenue	0.00	30,145.55	0.00	30,145.55	0.00%
2023 Property Tax revenue	<u>33,944.13</u>	<u>1,409,900.04</u>	<u>1,438,045.00</u>	<u>(28,144.96)</u>	<u>(1.96)%</u>
Total Property Taxes	33,944.13	1,440,045.59	1,438,045.00	2,000.59	0.14%
Inter Government Funds	0.00	35,693.14	25,000.00	10,693.14	42.77%
Interest	5,501.68	47,350.58	9,000.00	38,350.58	426.12%
Fees for Services	1,584.19	12,034.75	6,830.00	5,204.75	76.20%
Misc Revenue	<u>62.85</u>	<u>(7,693.99)</u>	<u>200.00</u>	<u>(7,893.99)</u>	<u>(3,946.99)%</u>
Total Revenues	<u>41,092.85</u>	<u>1,527,430.07</u>	<u>1,479,075.00</u>	<u>48,355.07</u>	<u>3.27%</u>
Total Revenue	<u>41,092.85</u>	<u>1,527,430.07</u>	<u>1,479,075.00</u>	<u>48,355.07</u>	<u>3.27%</u>
Expenditures					
Personnel Services	72,804.44	780,988.74	985,500.00	204,511.26	20.75%
Supplies	187.87	11,714.20	18,500.00	6,785.80	36.68%
Contractual Services	5,148.00	77,094.38	113,000.00	35,905.62	31.77%
Information Services	2,991.40	28,765.37	37,000.00	8,234.63	22.26%
Electronic Resources	7,222.08	49,326.97	67,600.00	18,273.03	27.03%
Children/Youth Services	345.33	7,219.21	12,650.00	5,430.79	42.93%
Marketing/Public Relations	513.24	14,609.44	25,500.00	10,890.56	42.71%
Administration	507.22	57,166.71	196,100.00	138,933.29	70.85%
Technology	<u>341.57</u>	<u>14,273.45</u>	<u>22,500.00</u>	<u>8,226.55</u>	<u>36.56%</u>
Total Expenditures	<u>90,061.15</u>	<u>1,041,158.47</u>	<u>1,478,350.00</u>	<u>437,191.53</u>	<u>29.57%</u>
Miscellaneous Expenses					
Misc Expenses	<u>(64.12)</u>	<u>72,271.01</u>	<u>0.00</u>	<u>(72,271.01)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>(64.12)</u>	<u>72,271.01</u>	<u>0.00</u>	<u>(72,271.01)</u>	<u>0.00%</u>
Total Expenditures	<u>89,997.03</u>	<u>1,113,429.48</u>	<u>1,478,350.00</u>	<u>364,920.52</u>	<u>24.68%</u>
Excess Revenues(Expenditures)	<u>(48,904.18)</u>	<u>414,000.59</u>	<u>725.00</u>	<u>413,275.59</u>	

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 10/1/2024 Through 10/31/2024

	Current Period Actual	Current Year Actual 10 mos.ending 10/31//2024	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2022 Property Tax Revenue	0.00	30,145.55	0.00	30,145.55	0.00%
2023 Property Tax revenue	33,944.13	1,409,900.04	1,438,045.00	(28,144.96)	(1.96)%
Total Property Taxes	<u>33,944.13</u>	<u>1,440,045.59</u>	<u>1,438,045.00</u>	<u>2,000.59</u>	<u>0.14%</u>
Inter Government Funds					
Per capita state grants	0.00	13,807.53	13,000.00	807.53	6.21%
Corporate Replacement Taxes	0.00	21,885.61	12,000.00	9,885.61	82.38%
Total Inter Government Funds	<u>0.00</u>	<u>35,693.14</u>	<u>25,000.00</u>	<u>10,693.14</u>	<u>42.77%</u>
Interest on Operating Funds					
Interest-Illinois Funds	5,501.68	47,270.75	9,000.00	38,270.75	425.23%
Interest- Riverside Bank	0.00	79.83	0.00	79.83	0.00%
Total Interest on Operating Funds	<u>5,501.68</u>	<u>47,350.58</u>	<u>9,000.00</u>	<u>38,350.58</u>	<u>426.12%</u>
Fees for Services					
Fines	291.60	2,347.17	500.00	1,847.17	369.43%
Fax Fees	0.00	3.50	250.00	(246.50)	(98.60)%
SPOT revenue/internet fees'	0.00	50.00	0.00	50.00	0.00%
Printing Fees	297.68	3,220.60	1,500.00	1,720.60	114.71%
Book & Video Sales	626.62	4,296.43	4,000.00	296.43	7.41%
Adult Replacement Fees	0.00	333.56	75.00	258.56	344.75%
CYS Replacement Fees	0.00	242.00	100.00	142.00	142.00%
ILL Fees	0.00	55.00	40.00	15.00	37.50%
Lost Book Credit	333.79	824.49	50.00	774.49	1,548.98%
The SPOT revenue	9.50	137.00	215.00	(78.00)	(36.28)%
Meeting Room Charges	25.00	525.00	100.00	425.00	425.00%
Total Fees for Services	<u>1,584.19</u>	<u>12,034.75</u>	<u>6,830.00</u>	<u>5,204.75</u>	<u>76.20%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	55.75	(8,539.25)	200.00	(8,739.25)	(4,369.63)%
Liability Insurance Refund	0.00	715.56	0.00	715.56	0.00%
Donations	7.10	129.70	0.00	129.70	0.00%
Total Miscellaneous Revenue	<u>62.85</u>	<u>(7,693.99)</u>	<u>200.00</u>	<u>(7,893.99)</u>	<u>(3,946.99)%</u>
Total Revenues	<u>41,092.85</u>	<u>1,527,430.07</u>	<u>1,479,075.00</u>	<u>48,355.07</u>	<u>3.27%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 10/1/2024 Through 10/31/2024

	Current Period Actual	Current Year Actual- 10 mos.ending 10/31/2024	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	59,465.54	641,724.47	815,000.00	173,275.53	21.26%
Health & Life Insurance	5,626.53	54,502.46	64,000.00	9,497.54	14.84%
Employer's Portion - IMRF	3,340.12	36,808.88	45,000.00	8,191.12	18.20%
Employer's Portion - FICA	4,345.41	47,060.56	60,000.00	12,939.44	21.57%
Unemployment Comp Expense	26.84	892.37	1,500.00	607.63	40.51%
Total Personnel Services	<u>72,804.44</u>	<u>780,988.74</u>	<u>985,500.00</u>	<u>204,511.26</u>	<u>20.75%</u>
Supplies					
Office Supplies	148.40	1,426.17	3,000.00	1,573.83	52.46%
Library Supplies	7.72	3,273.44	3,500.00	226.56	6.47%
Building Maintenance Supplies	51.75	5,708.74	10,000.00	4,291.26	42.91%
Ink Cartridges	(20.00)	1,305.85	2,000.00	694.15	34.71%
Total Supplies	<u>187.87</u>	<u>11,714.20</u>	<u>18,500.00</u>	<u>6,785.80</u>	<u>36.68%</u>
Contractual Services					
Janitorial	0.00	17,532.00	30,000.00	12,468.00	41.56%
Water	516.25	2,343.00	4,000.00	1,657.00	41.42%
Gas	405.70	5,767.50	17,000.00	11,232.50	66.07%
Building Maintenance	1,822.70	23,767.47	30,000.00	6,232.53	20.78%
Small Equipment Maintenance	166.65	746.15	1,000.00	253.85	25.39%
Equipment Maintenance	847.00	17,191.56	12,000.00	(5,191.56)	(43.26)%
Furnishings & Equipment	600.00	1,900.50	8,000.00	6,099.50	76.24%
Copier Rental & Maintenance	789.70	7,846.20	11,000.00	3,153.80	28.67%
Total Contractual Services	<u>5,148.00</u>	<u>77,094.38</u>	<u>113,000.00</u>	<u>35,905.62</u>	<u>31.77%</u>
Electronic Resources					
On-line Data Bases	1,115.00	19,424.09	30,000.00	10,575.91	35.25%
SWAN Computer	5,820.25	24,355.00	30,000.00	5,645.00	18.82%
Internet Expense	(1,086.15)	2,338.50	3,100.00	761.50	24.56%
Patron Subscription services	1,372.98	3,209.38	4,500.00	1,290.62	28.68%
Total Electronic Resources	<u>7,222.08</u>	<u>49,326.97</u>	<u>67,600.00</u>	<u>18,273.03</u>	<u>27.03%</u>
Information Services					
Books	608.76	13,347.57	20,500.00	7,152.43	34.89%
Standing Order Books	151.19	3,678.78	4,000.00	321.22	8.03%
Periodicals	1,679.59	8,680.16	7,000.00	(1,680.16)	(24.00)%
Videos	0.00	1,539.21	4,000.00	2,460.79	61.52%
Audio Books	0.00	0.00	500.00	500.00	100.00%
Library of Things expenses	0.00	469.35	500.00	30.65	6.13%
The SPOT expenses	551.86	1,050.30	500.00	(550.30)	(110.06)%
Total Information Services	<u>2,991.40</u>	<u>28,765.37</u>	<u>37,000.00</u>	<u>8,234.63</u>	<u>22.26%</u>
Children/Youth Services					
CYS Juvenile Books	137.32	3,552.96	5,000.00	1,447.04	28.94%
CYS Periodicals	0.00	0.00	250.00	250.00	100.00%
CYS Reference Books	0.00	0.00	500.00	500.00	100.00%
CYS Video Games	0.00	198.78	300.00	101.22	33.74%
CYS Young Adult	8.24	1,296.50	2,000.00	703.50	35.17%
CYS Easy Books	199.77	1,640.81	3,000.00	1,359.19	45.31%
CYS Audio Books	0.00	0.00	200.00	200.00	100.00%
CYS Compact Discs	0.00	0.00	100.00	100.00	100.00%
CYS DVD	0.00	386.74	700.00	313.26	44.75%
CYS Toys & Puzzles	0.00	15.99	100.00	84.01	84.01%
CYS Storytime Resources	0.00	0.00	100.00	100.00	100.00%
CYS STEAM	0.00	127.43	400.00	272.57	68.14%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 10/1/2024 Through 10/31/2024

	Current Period Actual	Current Year Actual- 10 mos.ending 10/31/2024	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Total Children/Youth Services	345.33	7,219.21	12,650.00	5,430.79	42.93%
Marketing/Public Relations					
CYS Programming	63.24	443.89	1,500.00	1,056.11	70.41%
Adult Programming	450.00	4,214.96	6,000.00	1,785.04	29.75%
Library Programs	0.00	485.00	1,000.00	515.00	51.50%
Advertising Expenses	0.00	84.35	1,000.00	915.65	91.56%
Newsletter Expense	0.00	9,381.24	16,000.00	6,618.76	41.37%
Total Marketing/Public Relations	513.24	14,609.44	25,500.00	10,890.56	42.71%
Administration					
Shipping Charges	15.00	340.06	600.00	259.94	43.32%
Legal Services	0.00	925.50	5,000.00	4,074.50	81.49%
Credit Bureau	59.10	625.25	600.00	(25.25)	(4.21)%
Telephone	467.28	5,284.41	7,000.00	1,715.59	24.51%
Postage	36.36	642.81	700.00	57.19	8.17%
Treasurer's Bond	0.00	500.00	500.00	0.00	0.00%
Liability Insurance	0.00	24,050.30	29,000.00	4,949.70	17.07%
Audit Fees	0.00	4,120.00	4,200.00	80.00	1.90%
Travel	0.00	0.00	200.00	200.00	100.00%
Seminars, Conferences, Meetings	0.00	229.90	500.00	270.10	54.02%
Membership Dues	(428.00)	844.00	750.00	(94.00)	(12.53)%
Accounting Expenses	183.24	2,879.79	3,000.00	120.21	4.01%
Staff Development	25.94	1,589.73	4,000.00	2,410.27	60.26%
Bond repayment	0.00	12,450.00	119,900.00	107,450.00	89.62%
Credit Card/Bank Fees	28.30	328.42	900.00	571.58	63.51%
Miscellaneous Expense	120.00	1,557.54	8,000.00	6,442.46	80.53%
Board Expense	0.00	799.00	1,250.00	451.00	36.08%
Capital Expense	0.00	0.00	10,000.00	10,000.00	100.00%
Total Administration	507.22	57,166.71	196,100.00	138,933.29	70.85%
Technology					
Technology Supplies	0.00	618.89	1,000.00	381.11	38.11%
Computer Consultant	360.00	945.00	2,000.00	1,055.00	52.75%
Network Maintenance	0.00	199.50	2,000.00	1,800.50	90.03%
Computer Hardware & Equipment	0.00	1,387.61	6,000.00	4,612.39	76.87%
E-Library Subscription Svs	(48.43)	9,904.45	9,500.00	(404.45)	(4.26)%
Computer Software	30.00	1,218.00	2,000.00	782.00	39.10%
Total Technology	341.57	14,273.45	22,500.00	8,226.55	36.56%
Total Operating Expense	82,839.07	991,831.50	1,410,750.00	418,918.50	29.69%
Miscellaneous Expenses					
ILL Fee Expense	0.00	20.26	0.00	(20.26)	0.00%
Lost ILL Expense	(64.12)	(51.30)	0.00	51.30	0.00%
Transfer to Other Funds	0.00	72,302.05	0.00	(72,302.05)	0.00%
Total Miscellaneous Expenses	(64.12)	72,271.01	0.00	(72,271.01)	0.00%
Total Budgeted Expenses	89,997.03	1,113,429.48	1,478,350.00	364,920.52	24.68%



**DRAFT
PURCHASING POLICY
November 2024**

This purchasing policy is established to govern the purchase of goods and services for the Riverside Public Library (the “Library”) in accordance with the law and responsible business practices. This policy applies to all expenditures made by the Library.

The operating budget (“Operating Budget”) acts as the spending plan for the Library for the fiscal year. In general, all purchases of goods and services should be made within the parameters of the approved Operating Budget and be approved by the Library Board in the form of the monthly financial reports.

The Library Director and select staff are authorized to purchase materials for the public, standard supplies and replacement of items as presented in the annual Operating Budget. The Library Director is authorized to sign contracts on behalf of the Library.

Purchases up to \$3,000

The Library Director or his or her designee is authorized to enter into contracts or make purchases of goods and services of up to \$3,000 without the prior approval of the Library Board. Purchases up to \$3,000 shall be made at the best possible price considering needs, quality, performance, delivery and service capability. Purchases not identified in the Operating Budget require approval from the Library Director.

Purchases between \$3,000 and \$24,999

The Library Director is authorized to enter into contracts or make purchases of goods and services of more than \$3,000 but less than \$25,000. Such purchases may be made without competitive bidding, but shall, whenever possible, be made based on at least three (3) informal written proposals at the best possible price considering needs, quality, vendor references, performance, delivery and service capability. The Library Board must approve the purchases within this range prior to acceptance unless such purchase is identified in the Operating Budget. Purchases and contracts within this range may also be made by the Library Director in cases where he or she determines that it is not feasible to secure quotes or that there is only one source for the required goods or services such as library collection materials, and/or maintenance or service contracts for equipment where the work will best be performed by the manufacturer or authorized agent.

Purchases over \$25,000

In accordance with the Illinois Local Library Act, 75 ILCS 5/1-0.1 *et seq.*, and except as otherwise provided by specific direction of the Library Board, all purchases or contracts in excess of \$25,000 shall be subject to a competitive bidding process and shall be awarded to the lowest responsible bidder. The Library Board shall approve all publicly bid contracts and expenses. The Library Board shall approve all publicly bid purchases in excess of \$25,000.

Notwithstanding the foregoing, competitive bidding is not required:

- a. Where contracts are for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
- b. Where the goods or services to be procured are economically procurable from only one source.
- c. Where the services required are for professional skills or services such as an auditor, attorney, architect or engineer, which involved specialized expertise, use of professional judgment and/or a high degree of creativity;
- d. In the event of emergencies involving public health, public safety, or where immediate expenditure is necessary, when the emergency expenditure is approved by $\frac{3}{4}$ of the members of the Library Board;
- e. Where the contracts are for the maintenance or servicing of equipment, or for repair parts for such equipment, and are made with the manufacturers or authorized service agents of that equipment;
- f. Where the goods or services are procured from another governmental agency or through a library cooperative program in which the prices have been previously determined by competitive bidding;
- g. Where the purchases and contracts are for the use, purchase, delivery, movement, or installation of copying machines and supplies, data processing equipment, software, or services and telecommunications and interconnect equipment, software and services;
- h. Where the contracts are for purchases of equipment previously owned by some entity other than the Library; and
- i. For contracts which by their nature are not adapted to award by competitive bidding such as utility services for water, light or heat.

Such contracts will be presented to the Library Board requesting approval to waive bids and enter into a formal contract.

It shall be unethical for any Library employee involved in making procurement decisions to have personal investments in any business entity that will create a conflict between their private interests and their public duties. It shall be unethical for any person to offer, give, or agree to give any Library employee or for any Library employee to solicit, demand, accept or agree to accept from any vendor or business, a gift or gratuity in any amount in connection with any decision, approval, disapproval or recommendation concerning a solicitation.



Photography and Videography Policy November 2024

The Riverside Public Library (“Library”) may accommodate photography or videography in conformance with the requirements set forth below in this policy (the “Policy”) and so long as such photography or videography does not interfere with ordinary Library operations, interfere with patrons’ and staff members rights to privacy, adversely affect public safety, or cause public disturbances.

For purposes of this Policy, photography or videography refers to all current and future static, still or video imaging.

GENERAL POLICY

While the Library is a public place, it is considered a “limited public forum” under federal law, and the Library may therefore restrict certain activities within the Library, particularly conduct that would be disruptive to, or interfere with, the other patrons or staff or be inconsistent with the Library’s mission.

Permission is not required for taking photographs or videos in the public areas of the Library for personal, non-commercial use if no tripods, lights or other specialized equipment is used. However, there may be areas where the taking of photographs or videos is prohibited (rest rooms, rooms reserved for nursing, protected archival materials). Taking photographs or videos of, or in, areas reserved for staff only use is prohibited. The use of additional equipment, such as tripods or lighting are not permitted because of safety, liability and other issues, unless previously approved by the Library Director.

Persons taking photographs and videos shall not compromise a patron or staff members right to privacy, harass, intimidate, or threaten a patron or staff member, or block aisles, walkways, stairwells, doors, or exits. Under no circumstances may the public or members of the media take photographs, videotape or live stream without the express permission of any Library patrons who would be prominently included within the composition. Persons taking photographs and videos shall not compromise an individual patron’s right to receive information free from harassment, intimidation, or threats to their safety, well-being, and privacy rights. Capturing identifiable likeness of individuals or their computer screens, books, documents, or other materials and registration and circulation records, without their consent, should be avoided. Persons taking photographs and/or videos shall not violate these or any other rules, regulations, or ordinances of the Library, trespass into non-public spaces, become physically violent, or be unreasonably disruptive to an employee’s ability to serve patrons. Photography or videography may be limited either by time constraints or to specific areas depending upon such impact or effect such sessions could have upon other Library patrons. If any patron that will be photographed or videotaped is under eighteen (18) years

of age, permission must be obtained by the photographer or videographer from a parent or adult guardian on behalf of said minor child.

EXTERIOR PHOTOGRAPHY AND VIDEOS

Taking photographs and videos outside of the Library building and/or of the Library grounds does not require permission. However, the activity may not impede patrons or staff from entering or exiting the building.

COMMERCIAL PHOTOGRAPHY AND VIDEOS^[MM1]

The Library may permit the use of its facilities for taking commercial photographs or videos if, in the discretion of the Library Director, the commercial photographs or videos do not interfere with the mission of the Library and is in accordance with the rest of this policy. No commercial or media photography may occur in the Library facilities without the prior written permission and approval of the Library Director. A Commercial Photo/Audio/Film Request Form must be submitted for each request. Approval shall contain the conditions under which the commercial or media photography/filming will take place, and address the rights to ownership of the photos/films. The Library reserves the right, in its sole discretion, to deny use of recording equipment, and will determine where any permitted recording equipment is allowed in the space. The Library will not assume any liability for the damage/destruction of any equipment brought in by a person, group, or their audio/video engineers. A certificate of liability insurance listing the Library as an additional insured is required for any commercial photography or videography recordings that are permitted by the Library. Depending on the scope of the request, a permit from the Village of Riverside may be required. https://codelibrary.amlegal.com/codes/riversideil/latest/riverside_II/0-0-0-6646

PHOTOGRAPHY AND VIDEOS OF MATERIALS AND RESOURCES

The Library permits the taking of photographs and videos of its publicly available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

LIBRARY PHOTOGRAPHY, VIDEOS, AND RECORDING

The Riverside Public Library may take photos, videos and audio recordings at the Library and during Library events and programs to use in its publicity materials and on its website and social media sites. The Library reserves the right to document its services and the public's use of the Library building and grounds. Photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any Library website or social media site). Any individual that does not wish the Library to use a photograph or video of them or their child should inform a staff member prior to, or while, such photos or videos are being taken.

LIBRARY BOARD MEETINGS

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5ILCS 120/1 ET. Seq.), any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public. The recordings may be made by tape, film or other means and shall not disrupt the meeting or create a safety hazard.

No taping or filming will be allowed as set forth under 735 ILCS 5/8-701. That statute provides that “no witness shall be compelled to testify in any proceeding conducted by a court, commission, administrative agency or other tribunal in this State if any portion of his or her testimony is to be broadcast or televised or if motion pictures are to be taken of him or her while he or she is testifying.” In this regard, Section 2.05 of the Open Meetings Act provides that, “[i]f a witness at any meeting required to be open by this Act which is conducted by a commission, administrative agency or other tribunal refuses to testify on the grounds that he may not be compelled to testify if any portion of his testimony is to be broadcast or televised or if motion pictures are to be taken of him while he is testifying, refuses to testify, the authority holding the meetings shall prohibit such recording during the testimony of the witness.” (5 ILCS 120/2.05)

The Library will make reasonable accommodations for those wishing to record the meeting and request they stay in the area designated for the public.

LIABILITY

Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all the necessary releases and permissions required by law from persons who can be identified in any photograph or video for copyrighted materials. The Library undertakes no responsibility for obtaining these releases or permissions.

RIGHTS SUBJECT TO COMPLIANCE WITH POLICY

The Library reserves the right to ask any individual or group violating this policy to cease the taking of photographs or videos. The Library Director is the chief person empowered to make decisions regarding photography and filming within the Library, and is authorized to enforce the limitations on photography or videography by individuals whose activities interfere with Library environment or operations, adversely affect public safety, cause public disturbances or are otherwise in violation of this Policy.

APPEAL AND REVIEW

The Board of Trustees of the Library will review this policy periodically and reserves the right to modify, amend or supplement it at any time. The Board authorizes the Library Director to waive regulations under appropriate circumstances.

Any appeals for changes to, or exceptions to, any portion of this Policy will be considered. An individual wishing to file an appeal shall submit it to the Library Director in writing. The Library Director will respond in writing.

October was packed full of spooky fun. We participated in two Trunk or Treat programs, one with the Village and one with Ames School. Janice, Jordan and I were at the Village event. Diane, Nikki and Fran were at the Ames event. We handed out fun little toys including items made by the Toybox.

Our Blue Board Question was also on theme: What is your favorite Halloween Movie?

Highlights

Storytimes and Programs for Young Children—Anne, Bridget and Mandi planned and presented storytimes this month. We have younger children in storytimes than we used to. Preschoolers seem to be in programs that meet more days during the week than they used to. We also used to have a few kids from PM kindergarten classes, but now D96 has full day kindergarten. We have new people in storytime that aren't as familiar or used to a storytime setting. Anne, Bridget and Mandi are doing a great job adjusting to the changes and working with the kids and their adults to make storytime a fun and interactive environment for all.

Thanks again this month to our community partners, Stephanie Roldan of The Treehouse and Coach Adriana of Ninja Squad Gym for presenting specialty storytimes.

As little ones grow, we are learning that they quickly age out of Tummy Time. Bridget has some great ideas for keeping this group going in the future.

Mandi and I planned and presented our annual Halloween Storytime and Parade. We had a smaller group than normal, maybe because of the bad weather. Thank you to all the staff that helped with the parade. It was a fun morning!

After School Programs—This month's after school programs were fun and interactive. Fran ran programs with grade schoolers including a Halloween Shrinky Dinks, Rock Monsters, and a Ghoulish Geek Lab. Nikki ran a drop in program where kids could make Paint Swatch bookmarks.

Special Programs—Jordan and Nikki had the Toybox 3-D printer running on 10/8, Octopus Day! People could stop in and make a little octopus. It was a great opportunity for people to see the Toybox in action.

Emma Lopez presented her third session of Codifica + Code. I again sat in on the class and helped Emma with answered questions and keeping the kids focused. This month the kids were very excited because they were able to use Scratch. Most of the kids were familiar with Scratch and enjoyed learning more about it.

Fran planned and presented a Monster Mash program. This was an evening family Halloween program. She made games, crafts and activities. Since this was a new program, we weren't sure how many people would come, but we had a great turn out! Thank you to Fran for all of her hard work preparing for this program and thank you to our teen volunteers for helping out during the program. This is something we will definitely do again next year.

School's Out Programs—D96 had two days off school this month. Fran ran a Spooky Bingo program. I ran a Candy Corn themed program with STEAM candy corn themed projects. Fran also ran a Horror Movie Jeopardy program. She also ran a Frankentoys program where kids became Dr. Frankenstein and made their own toy creations by taking apart and reassembling pieces from toys.

School Outreach—Anne visited the Early Learners program at Ames School this month. Bridget returned to the CE LADSE class at Hollywood. Fran went to RPC preschool. Mandi and I each visited Building Blocks Preschool.

CHILDREN & YOUTH SERVICES – October 2024 – Nora Durbin

Blocks preschool. RPC preschool visited the library and Bridget lead a storytime for Building Blocks' Pre-K class at the Library.

Hauser's afterschool Library Club visited the Library. I answered general questions about what it is like to work in a Library and Jordan showed the club the Spot.

Continuing Education—Nikki attended classes at Indian Prairie Library about sewing and the basics of an embroidery machine. She came back with good ideas about how to teach things in the Spot.

Fran attended a NAMI training about how to aid with a mental health issues in library settings. The training included how to use correct language regarding serious mental health matters, how to provide resources, and how to decide if the problem is a situation or a crisis.

CHILDREN & YOUTH SERVICES STATISTICS – October 2024	
Reference questions asked	<u>193</u>
Informational questions asked	<u>267</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
10/1/2024	Tummy Time	3			3	
10/1/2024	Halloween Shrinky Dinks		5			
10/1/2024	October Book Bags					23
10/2/2024	RB Transitions			9	3	
10/3/2024	Paint Swatch Bookmarks			8		
10/4/2024	Yoga Storytime	9			9	
10/5/2024	Drop In Craft: Pumpkins					26
10/7/2024	D96 Early Learners Storytime 1	8			4	
10/7/2024	D96 Early Learners Storytime 2	25			6	
10/7/2024	D96 Early Learners Storytime 3	5			4	
10/7/2024	D96 Early Learners Storytime 4	20			6	
10/7/2024	Mini Storytime	13			12	
10/7/2024	Little Hands Playtime	13			12	
10/8/2024	Tummy Time	3			3	
10/8/2024	Toybox Drop In: Octopus					15
10/8/2024	Storytime at RPC 1	10			2	
10/8/2024	Storytime at RPC 2	10			2	
10/8/2024	Storytime at RPC 3	10			2	
10/9/2024	Storytime at Building Blocks	8			2	
10/9/2024	RB Transitions			9	3	
10/10/2024	Storytime at Building Blocks	7			1	
10/10/2024	Ninja Storytime	7			6	
10/10/2024	Rock Monsters		3	2	1	
10/10/2024	Riverside Trunk or Treat					115
10/11/2024	Mini Storytime	8			6	

CHILDREN & YOUTH SERVICES – October 2024 – Nora Durbin

10/11/2024	Little Hands Playtime	5		5	
10/12/2024	Legopalooza		3		
10/14/2024	Mini Storytime	14		14	
10/14/2024	Little Hands Playtime	15		15	
10/14/2024	Spooky Bingo	2	8	7	
10/14/2024	Candy Corn Party		5		
10/15/2024	Tummy Time	2		2	
10/15/2024	Horror Movie Jeopardy			2	
10/15/2024	Building Blocks at RPL	6		2	
10/16/2024	Clay Day	6		2	
10/16/2024	RB Transitions			9	3
10/17/2024	RPC at RPL	25		4	
10/17/2024	Pokemon Club		4		
10/17/2024	Codifica + Code		4		
10/18/2024	Mini Storytime	9		8	
10/18/2024	Little Hands Playtime	16		10	
10/18/2024	Ames Trunk or Treat				100
10/19/2024	Family Playtime	6	3	4	
10/21/2024	Mini Storytime	8		8	
10/21/2024	Little Hands Playtime	8		8	
10/22/2024	Tummy Time	1		2	
10/22/2024	Ghoulish Geek Lab		5		
10/22/2024	Storytime at RPC 1	10		2	
10/22/2024	Storytime at RPC 2	10		2	
10/22/2024	Storytime at RPC 3	10		2	
10/23/2024	RB Transitions			9	3
10/24/2024	Ninja Storytime	7		7	
10/24/2024	Monster Mash				47
10/25/2024	Mini Storytime	23		14	
10/25/2024	Little Hands Playtime	12		10	
10/28/2024	Mini Storytime	16		16	
10/28/2024	Little Hands Playtime	19		16	
10/28/2024	Hollywood CD LADSE Class		8	4	
10/29/2024	Tummy Time	2		4	
10/30/2024	RB Transitions			9	3
10/31/2024	Halloween Storytime & Parade	30		30	
10/1-10/31	Blue Board Question				125
Phone Charger Checkout		40			
Board Game Usage		37			
Nintendo Switch Usage		8			
Study Room Usage		35			
After School (21 days)		605			

CHILDREN & YOUTH SERVICES – October 2024 – Nora Durbin

Interactions with non-English speakers	0	
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Patron and Computer Services

October 2024

Sharon Shroyer

Patron Services

Our Library of Things continues to be used on a steady basis. Hotspots, laptops, the Kindles, and especially popular lately, the Roku players. Adding Max to them has certainly raised their popularity. Unfortunately, our hotspots have been overdue quite a bit lately. The good thing is that I can shut off access to them once they are several days overdue.

The new disc cleaning machine malfunctioned in October. Janice quickly ordered a replacement model and Dana was back repairing discs quickly.

Computer Services

I continue to refurbish the CYS all-in-ones that have just been replaced. I replaced the programming laptop that Brent uses. That laptop has been exceptionally slow and problematic. Replacing it has increased the performance in that location a great deal. Next up is replacing both OPAC's.

We finally received the new self-checkout unit for the lower level. I set up a remote configuration appointment for the new unit and updated our older unit on October 18th. The new unit was set up quickly. The improvement in the software and how it is edited added light years beyond what we had before. While we were configuring the new unit, I asked if we could use the new software but with hardware that we provided, instead of the small, older unit that we had been using. The technician said that since we had a multi-use license, we could do that. I rescheduled the update for our older unit to October 25th. Then I took one of the handy CYS machines, upgraded that, and on the 25th, had a remote session to install the Envisionware software. Diane and I moved a few things around and the adult self-checkout was installed in the Great Room on October 30th.

The coin tower on the copier was acting up near the end of the month. It was not reading the patrons credit cards. I contacted TBS and they did a software update after hours. This seems to be working OK now.

October 2024 Information Services Update

Diane Silva

Culinary Historians Finally Visit

Back in April 2020, one of the first programs we had to cancel due to COVID was a visit from the Culinary Historians of Illinois. This group collects handwritten recipes at least 50 years old and digitally preserves both the recipes and the oral histories of the owners. They also tell attendees about the history of their recipes. Kind of like Antiques Roadshow, but for food. We were thrilled to reschedule, finally. They offered eight 20-minute recipe appointments and six slots were filled with 14 recipes preserved. Both the historians and attendees gave great, positive feedback.

Writing Programming

In October, we rolled out a new series of writing programs run by Gabe. With previous experience with the Chicago NaNoWriMo community (even as a C2E2 panelist), Gabe expressed interest in building a better presence for local writers. The series kicked off with How to Write a Novel in 30 Days at the start of the month followed by a kickoff party for our upcoming November Book or Bust challenge at the end of the month. This challenge will spring us into December when we will roll out our new writing group, Wordsmiths' Society. Thanks to Gabe for sharing his love of writing!

Programming

The SPOT Appointments -9	Book or Bust Kick Off - 5
The SPOT DIY - 1	Drop in Tech Help (2 sessions) – 4
The SPOT Family Craft (2 sessions) – 18	Book Discussion – 7
Medicare Seminar – 14	Asahi (4 sessions) – 20
Sesquicentennial Open House – 15	CRAFT: Halloween Burlap - 8
30 Day Novel – 12	Meditation (1 session) – 4
ILP – Erika Sanchez – 1	Genealogy: Passengers to America – 10
Culinary Historians – 6	Knitting Club (2 sessions) – 10
FLOS – Proviso History – 22	Passive
Troy Taylor Hauntings – 23	Spice Kits – 50
ILP – Jason Reynolds – 6	Seed Packets Take/Leave –0
Estate Planning – 10	Various Passive – 334
Lizzie Borden – 18	Board Game Borrowing - 3

Patron Interactions – We had 755 patron interactions this month. 0 interactions with ESL patrons.

**PATRON SERVICES STATISTICS
OCTOBER 2024**

The October statistics will be distributed at the meeting



**Library Director's Report
October 2024
Janice Foley**

Administration

The approved operating budget was sent to the Village for inclusion in the levy/budget process for the Village. The first hearing took place before the October 17 Village Board Meeting. Diane represented the Library at the meeting. I was unable to attend due to me taking a short vacation to travel to beautiful Mendon/Quincy Illinois. As in previous hearings, there were no questions from the Village Board or residents.

The burnt-out light bulbs in the Great Room and the adult stacks were changed on October 16. Unfortunately, there are already a few newly burnt out bulbs. In the adult shelving area, it might be in our best interest to get estimates for installing LED lighting, similar to the lower level. It would be a better quality of lighting and negate the need for bulb changing on a yearly basis. The lighting might also be something we can get a grant for since it is patron and ADA relevant.

The management team has completed the updated evaluation form for this year's employee evaluation process. Employee evaluations need to be completed by mid- December since many staff members take vacation around the holidays and we want the evaluation and compensation process completed before Christmas!

The end is in sight for the employee handbook revisions! We are on target for our December completion and January approval by the Board.

The signage for the Community Room, Study Room and Lower Level directions arrived, but the directional sign had an error with the spelling of Genealogy as Geneaology. Since the error was due to Studio GC, they are paying for a new sign to be produced.

Friends of the Library

Harvest Bingo was another success! The Friends raised over \$6,000. \$1,065 of that money was from the raffle. Several winners returned their winnings, which is always a generous thing to do. The Friends have a tentative date for next year and continue to make improvements from lessons learned! The Halloween card sale was brisk. Thanksgiving cards are next on the docket to be sold. All proceeds go into the book sale revenue account.

Community Outreach

The Library staffed two Trunk or Treat events this year; one for Parks and Rec and the other for Ames School PTA. We have made it a priority to not give out candy and instead have handed out bookmarks, spider rings, vampire teeth, 3D printed Halloween toys etc. We handed out over 800 items during the two events. Thanks to Nora, Jordan, Diane, Nikki and Fran for helping out at these events.

Holiday Stroll will take place December 6. We are all set with crafts, Santa gifts, holiday shop items etc. If any Trustee would like to volunteer for a shift by Santa, please let me know as we can always use the help and it is a fun thing to do!

We had candy/snacks to give to patrons on Halloween.

Ongoing

Managers, 95th Anniversary Committee and Social Media meetings continued during the month.

Buildings and Grounds

Routine Lawn care continued through October.

More sink batteries had to be replaced, but we now will have an annual all sink battery change to prevent duplication of visits.

The fireplace was checked and is ready for the fall/winter/spring useage.



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 10/30/2024
Re: 2025 Library Board of Trustees Meeting Dates

The proposed 2025 Board Meeting dates are listed below. The Board votes to approve, or amend, as necessary.

January 14, 2025
February 11, 2025
March 11, 2025
April 8, 2025
May 13, 2025
June 10, 2025
July 8, 2025
August 12, 2025
September 9, 2025
October 14, 2025
November 11, 2025
December 9, 2025

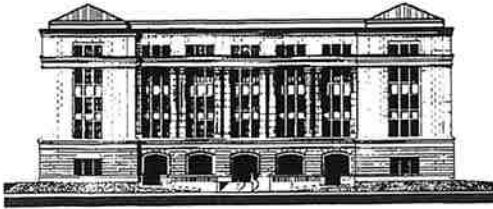
JAF:lg



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 11/04/2024
Re: Per Capita Grant Application

The 2024 Per Capita Application is attached. Every year we are asked the same questions and I am happy to say that we are very much in compliance with all of the components suggested in Serving our Public 4.0: Standards for Illinois Public Libraries. If there are any questions or additions, please let me know.



ALEXI GIANNOULIAS - Secretary of State & State Librarian
 Illinois State Library, Gwendolyn Brooks Building
 300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
 EQUALIZATION AID GRANT APPLICATION**

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: Riverside Public Library

Library's Control Number: 30579 **Branch Number:** 00 **Today's Date:** 10/31/2024

Contact information of the person completing this grant application:

Preparer's Name: Janice Foley
(First Name) (Last Name)

Preparer's Title: Library Director

Preparer's Phone Number: (708) 442-6366

Preparer's Email Address: janicefoley@riversidelibrary.org

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population 9298

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

The Riverside Public Library meets all the Core Standards listed in *Serving Our Public 4.0*. We continue to improve ways to provide uniformly gracious, friendly, timely and reliable service to all users. The acquisition of Ipads and software for foreign language translations has enhanced our communication with non-English speaking patrons. The addition of another newsletter each year, bringing the total to 5 has increased our ability to promote our programs and services to the community.

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

The Library works hard to meet all the components on the Governance and Administration checklist. The orientation process for new Trustees is currently being revised since we will have the potential for up to three new Trustees on the Library Board after the April 2025 elections. It is difficult for board members to attend Library relevant conferences due to their busy schedules however, all trustees keep current on issues related to Libraries.

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

We again meet the basic components of the Personnel checklist. A total revision of the Staff Handbook was undertaken this year and will be presented to the staff in the new year. We are considering updating our orientation program for new employees to make sure they feel more secure and informed in the duties they are given. We conducted two staff in-service programs this year,

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

To the best of the Library's ability, we meet most of the components of the Access checklist. Parking is limited in our Village and there is nothing we can do to change that. We have added more signage, especially on the lower level to provide better directional information. We are currently investigating the cost of replacing the outdated lighting on the main level with LED fixtures.

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

We are very aware of the importance of keeping a 95 year old building in working condition. We have roof and masonry inspections on a rotation basis and have designated money from our Operating Budget annually to be put towards Capital Improvements in the event repairs need to be done. We are also concentrating on renovating our Patron Services area which has not had any significant improvements in several decades. We did complete a carpeting project this year.

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

Safety is a high priority for the Library. We meet the components of the Safety checklist and each year our In-service for staff includes some aspect of safety training. This year our staff attended a Stop the Bleed instruction and several staff members attended NAMI Mental Health training. We also installed a NARCAN supply box in our Library upon advice from our Village's Police Department.

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

The Library meets all components of the Collection Management checklist. Our trained staff works hard to make sure the collection meets the needs of the community. They are also involved in an ongoing weeding process which helps us determine the areas that need updated materials.

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

The Library is an active participant in Interlibrary loans, reciprocal borrowing and have several cooperative agreements with both the Library System (RAILS) and the State Library. Our patrons are very aware of the resources available to them through all of the cooperative services.

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

All components of the Reference Service checklist are met. All of our patron serving staff are willing to provide Reader's Advisory services as well. Our CYS Department offers book bags several times a year for our younger patrons. These bags are selections by the CYS staff based on answers given on a short questionnaire. This program is extremely popular.

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

We meet all the components With a boost in programming funds from our Friends of the Library we have been able to increase the number and types of programs we offer during the year. We are also very fortunate that so many of our staff enjoy doing programming which helps bring diversity in programming,

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

All components are met on the Youth/Young Adult Services checklist. The CYS staff is truly dedicated to provide great library experiences for children of all ages. The addition of more after school programming has been well received and our teen area is extremely popular. CYS staff are also very open to attending continuing education programs which in turn create more program opportunities for the Library.

Chapter 12: Technology

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

Our main priority with Technology is to make sure as many patrons have access to it as possible. Whether it is in-library computer usage, HOT SPOTS, or circulating equipment, we make sure our patrons are able to avail themselves of needed technology. We update equipment on a regular basis and have an active Technology Committee as well. We are happy to meet the components on the checklist.

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

Marketing has been a major focus this year. We established a Social Media Committee and meet to discuss how we can best get our message out to our patrons! Our newsletter is still print and comes out five times a year. We have discovered this is the most effective way of advertising programs and services. Library staff enthusiastically participates in community events (Farmers' Market, Fourth of July parade, Trunk or Treats etc.) and are well received by the community. We include an aspect of customer service training in all of our Staff In-service programs which helps the entire staff realize the importance of marketing, programming and collaboration.

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

It has always been the goal of the Library to use the grant monies received for the purchase of Library Materials. This allows residents to reap the benefits of the grant directly through books, movies, kits and other materials purchased.



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 11/07/2024
Re: Special Event Use Application

Attached is a Special Events Application request. The applicants want to use the Library for Wedding Photos and a place for their guests to hang out between the ceremony at St. Mary's and reception in Palos Hills. I have informed them that if alcohol will be served, they will need to get all the appropriate licenses and that setup and cleaning is totally their responsibility.



Riverside Public Library
1 Burling Road
Riverside, IL 60546
708/442-6366 FAX 708/442-9462

APPLICATION FOR USE OF LIBRARY FOR AFTER HOURS SPECIAL EVENTS

After hours private Special Events may be held at the Library. Each request must be approved by the Library Board of Trustees. Approval and fees will be set based on the hours needed, the availability of staff and space, and the nature and size of the event. Fees must be paid at the time of booking.

Date of Request: 11/07/2024

Contact Person: Karolina Godlewski

Address: 3108 N 76th CT Elmwood Park, IL 60707 Email: jk.stanislaw24@gmail.com

Home/Cell Phone: 773-629-9917 Work Phone: _____

Name of Organization: _____

Event: Justin & Karolina's Wedding

Date(s) of Use: 12/21/2024

Time Event Begins: 3:00PM Ends: 5:00PM Expected Attendance: 100

The **Great Room and/or Atrium** can accommodate groups up to 150 people, either standing or auditorium style seating. The Library has approximately 100 chairs, but additional chairs may be provided by the applicant, at their cost.

The **Community Room(s)** (34' x 17') seat a maximum of 50 auditorium style or 48 at tables.

The **Friends of the Library Terrace** (24' x 12') is available for small groups up to 20.

There is a **\$300 use fee** and a **\$100/per hour (2-hour minimum) charge** for all rooms. Use fee must be paid at the time of booking. This includes two staff members who stay for the entire event.

Please indicate if refreshments/food will be served: yes no

All set up and cleanup is the responsibility of the applicant.

Applicants are required to furnish a Certificate of Insurance showing \$1,000,000.00 general liability coverage. The Riverside Public Library should be named as additional insured on the certificate. If alcohol is to be served, a Village of Riverside liquor permit and liquor liability (DRAM) insurance will also be required before the event takes place.

WAIVER:

I/we the Undersigned hereby waive and release any claims, causes of action, damages or demands I may have against the Riverside Public Library, its Board of Trustees, and employees thereof arising out of or in connection with my use of the aforesaid space. I further agree to defend and hold harmless the Riverside Public Library, its Board of Trustees, and employees thereof from any claims, causes of action, damages or demands which may be made on account of the aforesaid function. I further agree to assume all responsibility for the conduct and safety of my guests and assume all financial responsibility to make payment to the Riverside Public Library for any damages done to the Riverside Public Library by myself or my guests while in attendance at this function.

I have read and understand the attached Meeting Room Policy and the Waiver, and will personally guarantee and be responsible for compliance.

Signature: Karolina Godlewski Date: 11/07/2024

STAFF USE ONLY

Approved by Library Board of Trustees: _____ Date: _____

Fee Paid: \$ _____ Room(s) Assigned: _____

Liability Insurance Document Received: _____ Liquor Permit Received: _____

Staff Scheduled: _____

E-Calendar Completed: _____ Maintenance Crew Alerted: _____

Signage: _____ Equipment Needed: _____

Philanthropic Group Classification: yes ___ no ___ Name: _____

Please be sure to review the *Meeting Room Policy*.