

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 7:00 pm on Tuesday, August 13, 2024 in the Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:00 pm**
- II. Roll Call**
- III. Welcome Guests**
- IV. Public Comment**
- V. Approve Minutes of June 11, 2024 – Action Item**
- VI. Review of June Bills—Action Item**
- VII. Review of June Financial Statements—Action Item**
- VIII. Committee Reports**
 - A. Finance – Jane Birmingham**
 - B. Building & Grounds – Ken Circo**
 - C. Policy & Bylaws – Dan Loucks**
 - D. Technology – Nancy DeFauw and Michael Hagins**
 - E. Communications and Marketing – Courtney Greve Hack**
- IX. Staff Reports—June and July**
 - 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. Physical Program Liability Release**
 - B. Library Trustee Elections**
- XIII. Announcements**
- XIV. Correspondence & FYIs**
 - A. Amendment to CSAGSI agreement**
 - B. Illinois State Library Construction Grant letter**
 - C. Tangible Property Assets Insurance Valuation Report**
 - D. Thank you note from the Family of Charles Brom**
- XV. Executive Session**

The Board of Trustees may decide, by a roll call vote, to convene in executive session if there are matters to discuss confidentially, in accordance with the Open Meetings Act.
- XVI. Adjournment**



**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
June 11, 2024**

Held Tuesday, June 11, 2024 in the Community Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:00 pm.

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

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

Called to order at 7:00 pm by President Ken Circo.

Review of Sine Die Minutes

Nancy DeFauw moved, and Jane Birmingham seconded, that the Board approve the minutes of the May 14, 2024 Sine Die meeting.

Ayes: Birmingham, DeFauw, Hagins, Loucks

Nays: None

Abstained: None

The motion passed.

Review of Minutes

Michael Hagins moved, and Dan Loucks seconded, that the Board approve the minutes of the May 14, 2024 regular meeting.

Ayes: Birmingham, DeFauw, Hagins, Loucks

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Jane Birmingham moved, and Nancy DeFauw seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 23796 through 23811 and 23813 through 23829, in the total amount of \$98,625.95, which includes payroll through May 24, 2024.

Roll Call Vote:

Ayes: Birmingham, DeFauw, Hagins, Loucks

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Nancy DeFauw moved, and Jane Birmingham seconded, that the Board approve the financial statements for May 31, 2024, subject to audit.

Roll Call Vote:

Ayes: Birmingham, DeFauw, Hagins, Loucks

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

Trustee Birmingham reported that we received our audit report from Lauterbach and Amen.

Building and Grounds

Phase I of the new carpet installation is complete. The fumes from the carpet adhesive were reported to be a bit strong early in the Great Room, but were less noticeable in other areas of the Library.

Policy and Bylaws

The Board discussed some questions regarding the tutoring policy and unattended children.

Staff Reports

The CYS staff has been busy training our teen summer volunteers. Trustee Long commented on the Hauser Library club's visit.

The Board discussed the issue of Library of Things items being checked out, but not ever returned. This doesn't happen often, but has happened a number of times.

The Board discussed the issues we are having with the Landmark. Our events are not consistently being listed in the calendar or otherwise promoted. We don't send many items/programs into them, but it would be good to see more of our programs included.

Director's Report

We're still working on finding a replacement for Jane Wilhelm. We've reached out in many ways and have also talked to other libraries for ideas of outsourcing companies to contact. Jane is willing to come back to help, if need be. Diane is shadowing Jane on the next payroll.

Our summer reading program kick-off went well. There were lots of cicadas in attendance along with our community members and patrons.

We're continuing preparations for the Fourth of July parade. The Chamber of Commerce is meeting here on June 26. We will be showing them the SPOT. Phase II of the new carpet installation will begin in a few weeks.

Unfinished Business

Replacement of Outside Hanging Sign

The Board tabled the discussion of the outside hanging sign for a future Board meeting.

New Business

Keypad Locks

Jane Birmingham moved, and Christine Long seconded, the approval of \$2,895.00 payable to Fullmer Locksmith for the installation of keypad on the side entry door and the patron services door.

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

Nays: None

Abstained: None

The motion passed.

Increase in PTO Hours for Part Time IMRF Eligible Employees

Courtney Greve Hack moved, and Christine Long seconded, the approval of the increase in PTO hours from 45 hours per year to 60 hours per year for IMRF eligible part-time employees.

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

Nays: None

Abstained: None

The motion passed.

Masonry Repairs Quote

Courtney Greve Hack moved, and Nancy DeFauw seconded, the approval of \$2,960.00 payable to Holton Brothers for masonry work on the front entry stairs, with the amended contract terms discussed.

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

Nays: None

Abstained: None

The motion passed.

Trustee Loucks would like us to add/edit the terms and conditions language in the contract. Janice will email the contract to Dan. We also need to apply for a permit from the Village and get approval from the Preservation Commission.

The Board discussed the possibility of funding a larger dollar masonry project. This prompted a discussion of planning and budgeting for larger dollar projects, the formal bidding process, and developing a Library purchasing policy.

Proposal to Close Riverside Bank Savings Account

Jane Birmingham moved, and Courtney Greve Hack seconded, the closure of the Riverside Savings bank account.

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

Nays: None

Abstained: None

The motion passed.

Janice Foley Recognition

Courtney Greve Hack moved, and Christine Long seconded, the proposal to rename the Community Room the Foley Community Room in recognition of Janice Foley's 30 years of service to the Riverside Public Library and of her being named the Riverside 2024 Person of the Year.

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

Nays: None

Abstained: None

The motion passed.

Correspondence and Announcements

The Board acknowledged the receipt of the 2024 Library Per Capita grant of \$13,804.53.

The Board also acknowledged the receipt of the thank you letter for the Dr. David Bonnette honor gift given to Corewell Health.

Adjournment

Upon motion by Nancy DeFauw, seconded by Courtney Greve Hack, and passed unanimously, the meeting was adjourned at 8:02 pm.

President

Secretary

Riverside Public Library

CASH DISBURSEMENTS

JUNE - 2024

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR JUNE 2024 ACCOUNTS PAYABLE
AND JUNE 2024 PAYROLL = \$118,974.53**

Including voided check #23860

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 6/1/2024 Through 6/30/2024

Check Number	Check Date	Payee	Check Amount	Transaction Description
23830	6/5/2024	Blue Cross Blue Shield of Illinois	4,880.81	HMO medical- June
23831	6/5/2024	Coverall North America, Inc	1,948.00	Cleaning services- June
23832	6/5/2024	Delta Dental of Illinois - Risk	76.55	HMO dental- June
23833	6/5/2024	Delta Dental of Illinois- Vision	45.71	Vision- June
23834	6/5/2024	Natalie Evans	200.00	Foraging program
23835	6/5/2024	Friends of the Riverside Public Library	250.00	Reimburse for Riversideopoly check made
23836	6/5/2024	Robert Mueller	125.00	Spy vs Spy program
23837	6/5/2024	NCPERS Group Life Ins	32.00	Term Life- Forsyth & Silva
23838	6/5/2024	Village of Riverside	477.20	Wat& sewer, March & April
23839	6/6/2024	Robert Mueller	50.00	Remainder of payment for Spy program
23840	6/18/2024	Anderson Pest Control	135.40	Triannual barrier treatment
23841	6/18/2024	Aquamist Plumbing & Lawn Sprinkling	150.00	RPZ test
23842	6/18/2024	Delta Dental of Illinois - Risk	76.55	HMO dental- May
23843	6/18/2024	Delta Dental of Illinois- Vision	45.71	Vision- May
23844	6/18/2024	D. Kersey Construction Co.	14,649.80	Lower level work through 04/30/2024- final
23845	6/18/2024	Madison National Life	32.19	Life insurance- June
23846	6/18/2024	Business Card	2,126.76	Credit card charges
23847	6/18/2024	North Suburban Employee Benefit Coc	270.00	PPO dental- May, 2024
23848	6/18/2024	North Suburban Employee Benefit Coc	3,681.00	PPO medical, May
23849	6/18/2024	RAILS Library System	2,451.04	OverDrive
23850	6/18/2024	Village of Riverside	5,510.26	June 2024 IMRF
23851	6/18/2024	Unique Management Services, Inc.	49.25	May placements
23852	6/25/2024	Johnson Floor Company, Inc.	18,004.00	New carpet- Phase 1
23853	6/25/2024	Lofton Landscaping Company	275.00	May landscaping
Z00027	6/17/2024	Leaf	766.00	Copier rental
Z00028	6/7/2024	Comcast Cable	233.85	High speed internet
Z00029	6/12/2024	Comcast Cable	<u>462.59</u>	Phone bill
1503	6/7/2024	Administration	3,728.52	Group: 01; Pay Date: 6/7/2024
1504	6/7/2024	Information Services	6,158.42	Group: 02; Pay Date: 6/7/2024
1505	6/7/2024	Children & Youth Services	3,968.59	Group: 03; Pay Date: 6/7/2024
1506	6/7/2024	Patron Services	6,934.48	Group: 04; Pay Date: 6/7/2024
1507	6/21/2024	Administration	4,180.86	Group: 01; Pay Date: 6/21/2024
1508	6/21/2024	Information Services	6,158.40	Group: 02; Pay Date: 6/21/2024
1509	6/21/2024	Children & Youth Services	3,964.07	Group: 03; Pay Date: 6/21/2024
1510	6/21/2024	Patron Services	<u>6,712.38</u>	Group: 04; Pay Date: 6/21/2024
Total checks, pay vouchers, ACH payments			98,810.39	
6/7/2024 EFTPS - employer portion			2095.78	
6/21/2024 EFTPS - employer portion			<u>2170.01</u>	
Report Total			<u>103,076.18</u>	

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 7/5/2024 Through 7/5/2024

Check Number	Check Date	Payee	Check Amount	Transaction Description
23854	7/5/2024	Amazon Capital Sevices	867.87	Amazon purchases
23855	7/5/2024	Cintas Corporation LOC. 769	966.24	Restroom supplies/ mat service
23856	7/5/2024	Colley Elevator Co.	226.00	Elevator inspection
23857	7/5/2024	Dell Marketing L.P.	9,084.42	6 computers
23858	7/5/2024	Friends of the Riverside Public Library	275.00	Riversideopoly- Village's payment
23859	7/5/2024	Garvey's Office Products	119.68	Copy paper, rubber bands
23861	7/5/2024	Ingram Library Services	2,440.44	Various
23862	7/5/2024	Midwest Tape	856.40	Digital subscriptions
23863	7/5/2024	NICOR Gas	213.52	Gas bill
23864	7/5/2024	Sharon Shroyer	84.78	Summer Reading Program supplies
23865	7/5/2024	Tonies US, Inc	<u>764.00</u>	Tonies
Report Total			<u>15,898.35</u>	

Riverside Public Library

FINANCIAL REPORTS

For 6 Months Ending

June 30, 2024

UNAUDITED



**Riverside Public Library
Cash Balances
As of 6/30/2024**

	Balance, <u>6/30/2024</u>
Consolidated Operating Funds:	
First American- Checking	84,156.42
First American- Payroll	<u>268.21</u>
Total First American accounts	84,424.63
Riverside Bank savings	0.00
Illinois Funds	
Tax/Reserve Fund	940,742.56
Capital Improvements Fund	90,694.73
Special Reserve Fund	10,756.52
Working Cash Fund	267,096.57
Library Bond Fund	<u>85,149.78</u>
Total Illinois Funds	1,394,440.16
Total Operating Funds Cash Balances	1,478,864.79
Gift & Endowment Funds:	
Library Gift Fund	132,209.21
Batko Endowment Fund	6,434.06
Lower Level Renovation Fund	55,433.15
General Endowment Fund	10,794.91
Dardwin Fund	<u>17,596.13</u>
Total Gift & Endowment Funds	222,467.46
Total Funds	<u>1,701,332.25</u>

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 6/30/2024

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	940,742.55
1st American-Checking Account	59,427.93
1st American-Payroll Account	268.20
Riverside Bank savings account	0.01
Illinois Fund- Library Bond Fund	(42,292.80)
Property Tax Receivable	725,166.79
Due from Other Funds	42,924.08
Due from other groups	547.53
Due from Friends of the Library	44.46
Staff Receivables	(40.05)
Fixed Assets	<u>2,100,381.00</u>
Total Assets	<u><u>3,827,169.70</u></u>
Liabilities	
Accounts Payable	15,898.35
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,181.28
IMRF Payable	(199.70)
Deferred Property Taxes	725,166.34
Accrued Payroll	18,548.84
Health Insurance Payable	(959.41)
Term Life Insurance Payable	(109.64)
Due to Other Funds	905.00
Due to Friends of the Library	(267.00)
Due to Olmsted Society	20.00
Due to Historical Society	305.00
Due to Preservation Commission	3.00
Investment in Fixed Assets	<u>2,100,381.00</u>
Total Liabilities	<u><u>2,860,812.49</u></u>
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	<u>256.63</u>
Total Beginning Fund Balances	<u>880,322.53</u>
Excess Revenues/(Expenditures)	<u>86,034.68</u>
Total Fund Balances	<u><u>966,357.21</u></u>
Total Liabilities & Fund Balances	<u><u>3,827,169.70</u></u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 6/1/2024 Through 6/30/2024

	Current Period Actual	Current Year Actual-6 mos.ending 6/30/2024	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>5,706.43</u>	<u>721,370.43</u>	<u>1,438,045.00</u>	<u>(716,674.57)</u>	<u>(49.84)%</u>
Total Property Taxes	5,706.43	751,515.98	1,438,045.00	(686,529.02)	(47.74)%
Inter Government Funds	0.00	14,592.11	25,000.00	(10,407.89)	(41.63)%
Interest	4,370.34	25,786.42	9,000.00	16,786.42	186.52%
Fees for Services	1,090.24	6,348.06	6,830.00	(481.94)	(7.06)%
Misc Revenue	<u>12.60</u>	<u>(7,857.14)</u>	<u>200.00</u>	<u>(8,057.14)</u>	<u>(4,028.57)%</u>
Total Revenues	<u>11,179.61</u>	<u>790,385.43</u>	<u>1,479,075.00</u>	<u>(688,689.57)</u>	<u>(46.56)%</u>
Total Revenue	<u><u>11,179.61</u></u>	<u><u>790,385.43</u></u>	<u><u>1,479,075.00</u></u>	<u><u>(688,689.57)</u></u>	<u><u>(46.56)%</u></u>
Expenditures					
Personnel Services	70,917.02	460,152.88	985,500.00	525,347.12	53.31%
Supplies	840.34	8,464.09	18,500.00	10,035.91	54.25%
Contractual Services	4,753.20	45,972.51	113,000.00	67,027.49	59.32%
Information Services	3,459.17	16,931.23	37,000.00	20,068.77	54.24%
Electronic Resources	3,583.27	23,924.00	67,600.00	43,676.00	64.61%
Children/Youth Services	450.60	4,957.79	12,650.00	7,692.21	60.81%
Marketing/Public Relations	410.31	10,083.02	25,500.00	15,416.98	60.46%
Administration	1,056.10	52,071.89	196,100.00	144,028.11	73.45%
Technology	<u>232.78</u>	<u>9,451.28</u>	<u>22,500.00</u>	<u>13,048.72</u>	<u>57.99%</u>
Total Expenditures	<u>85,702.79</u>	<u>632,008.69</u>	<u>1,478,350.00</u>	<u>846,341.31</u>	<u>57.25%</u>
Miscellaneous Expenses					
Misc Expenses	<u>0.00</u>	<u>72,342.06</u>	<u>0.00</u>	<u>(72,342.06)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>0.00</u>	<u>72,342.06</u>	<u>0.00</u>	<u>(72,342.06)</u>	<u>0.00%</u>
Total Expenditures	<u><u>85,702.79</u></u>	<u><u>704,350.75</u></u>	<u><u>1,478,350.00</u></u>	<u><u>773,999.25</u></u>	<u><u>52.36%</u></u>
Excess Revenues(Expenditures)	<u><u>(74,523.18)</u></u>	<u><u>86,034.68</u></u>	<u><u>725.00</u></u>	<u><u>85,309.68</u></u>	

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 6/1/2024 Through 6/30/2024

	Current Period Actual	Current Year Actual 6 mos.ending 6/30//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	<u>5,706.43</u>	<u>721,370.43</u>	<u>1,438,045.00</u>	<u>(716,674.57)</u>	<u>(49.84)%</u>
Total Property Taxes	<u>5,706.43</u>	<u>751,515.98</u>	<u>1,438,045.00</u>	<u>(686,529.02)</u>	<u>(47.74)%</u>
Inter Government Funds					
Per capita state grants	0.00	0.00	13,000.00	(13,000.00)	(100.00)%
Corporate Replacement Taxes	<u>0.00</u>	<u>14,592.11</u>	<u>12,000.00</u>	<u>2,592.11</u>	<u>21.60%</u>
Total Inter Government Funds	<u>0.00</u>	<u>14,592.11</u>	<u>25,000.00</u>	<u>(10,407.89)</u>	<u>(41.63)%</u>
Interest on Operating Funds					
Interest-Illinois Funds	4,370.34	25,706.59	9,000.00	16,706.59	185.63%
Interest- Riverside Bank	<u>0.00</u>	<u>79.83</u>	<u>0.00</u>	<u>79.83</u>	<u>0.00%</u>
Total Interest on Operating Funds	<u>4,370.34</u>	<u>25,786.42</u>	<u>9,000.00</u>	<u>16,786.42</u>	<u>186.52%</u>
Fees for Services					
Fines	190.88	1,189.39	500.00	689.39	137.88%
Fax Fees	0.00	3.50	250.00	(246.50)	(98.60)%
SPOT revenue/'internet fees'	50.00	50.00	0.00	50.00	0.00%
Printing Fees	75.05	1,904.36	1,500.00	404.36	26.96%
Book & Video Sales	582.65	2,341.25	4,000.00	(1,658.75)	(41.47)%
Adult Replacement Fees	109.66	226.56	75.00	151.56	202.08%
CYS Replacement Fees	27.00	128.00	100.00	28.00	28.00%
ILL Fees	10.00	55.00	40.00	15.00	37.50%
Lost Book Credit	45.00	139.00	50.00	89.00	178.00%
The SPOT revenue	0.00	111.00	215.00	(104.00)	(48.37)%
Meeting Room Charges	<u>0.00</u>	<u>200.00</u>	<u>100.00</u>	<u>100.00</u>	<u>100.00%</u>
Total Fees for Services	<u>1,090.24</u>	<u>6,348.06</u>	<u>6,830.00</u>	<u>(481.94)</u>	<u>(7.06)%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	1.10	(8,679.80)	200.00	(8,879.80)	(4,439.90)%
Liability Insurance Refund	0.00	715.56	0.00	715.56	0.00%
Donations	<u>11.50</u>	<u>107.10</u>	<u>0.00</u>	<u>107.10</u>	<u>0.00%</u>
Total Miscellaneous Revenue	<u>12.60</u>	<u>(7,857.14)</u>	<u>200.00</u>	<u>(8,057.14)</u>	<u>(4,028.57)%</u>
Total Revenues	<u>11,179.61</u>	<u>790,385.43</u>	<u>1,479,075.00</u>	<u>(688,689.57)</u>	<u>(46.56)%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 6/1/2024 Through 6/30/2024

	Current Period Actual	Current Year Actual- 6 mos. ending 6/30/2024	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	57,759.31	377,903.00	815,000.00	437,097.00	53.63%
Health & Life Insurance	5,590.11	32,105.60	64,000.00	31,894.40	49.84%
Employer's Portion - IMRF	3,313.97	21,608.29	45,000.00	23,391.71	51.98%
Employer's Portion - FICA	4,212.79	27,795.83	60,000.00	32,204.17	53.67%
Unemployment Comp Expense	40.84	740.16	1,500.00	759.84	50.66%
Total Personnel Services	<u>70,917.02</u>	<u>460,152.88</u>	<u>985,500.00</u>	<u>525,347.12</u>	<u>53.31%</u>
Supplies					
Office Supplies	146.73	1,089.42	3,000.00	1,910.58	63.69%
Library Supplies	245.68	2,640.39	3,500.00	859.61	24.56%
Building Maintenance Supplies	447.93	3,940.88	10,000.00	6,059.12	60.59%
Ink Cartridges	0.00	793.40	2,000.00	1,206.60	60.33%
Total Supplies	<u>840.34</u>	<u>8,464.09</u>	<u>18,500.00</u>	<u>10,035.91</u>	<u>54.25%</u>
Contractual Services					
Janitorial	1,948.00	11,688.00	30,000.00	18,312.00	61.04%
Water	477.20	1,309.82	4,000.00	2,690.18	67.25%
Gas	213.52	4,749.85	17,000.00	12,250.15	72.06%
Building Maintenance	972.48	13,029.32	30,000.00	16,970.68	56.57%
Small Equipment Maintenance	0.00	0.00	1,000.00	1,000.00	100.00%
Equipment Maintenance	376.00	9,183.92	12,000.00	2,816.08	23.47%
Furnishings & Equipment	0.00	1,300.50	8,000.00	6,699.50	83.74%
Copier Rental & Maintenance	766.00	4,711.10	11,000.00	6,288.90	57.17%
Total Contractual Services	<u>4,753.20</u>	<u>45,972.51</u>	<u>113,000.00</u>	<u>67,027.49</u>	<u>59.32%</u>
Electronic Resources					
On-line Data Bases	3,307.44	9,590.02	30,000.00	20,409.98	68.03%
SWAN Computer	0.00	12,679.00	30,000.00	17,321.00	57.74%
Internet Expense	233.85	1,403.10	3,100.00	1,696.90	54.74%
Patron Subscription services	41.98	251.88	4,500.00	4,248.12	94.40%
Total Electronic Resources	<u>3,583.27</u>	<u>23,924.00</u>	<u>67,600.00</u>	<u>43,676.00</u>	<u>64.61%</u>
Information Services					
Books	1,479.12	8,461.65	20,500.00	12,038.35	58.72%
Standing Order Books	458.86	2,342.79	4,000.00	1,657.21	41.43%
Periodicals	1,207.88	4,384.30	7,000.00	2,615.70	37.37%
Videos	151.74	1,092.42	4,000.00	2,907.58	72.69%
Audio Books	0.00	0.00	500.00	500.00	100.00%
Library of Things expenses	0.00	300.56	500.00	199.44	39.89%
The SPOT expenses	161.57	349.51	500.00	150.49	30.10%
Total Information Services	<u>3,459.17</u>	<u>16,931.23</u>	<u>37,000.00</u>	<u>20,068.77</u>	<u>54.24%</u>
Children/Youth Services					
CYS Juvenile Books	269.66	2,700.30	5,000.00	2,299.70	45.99%
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	32.33	788.83	2,000.00	1,211.17	60.56%
CYS Easy Books	104.65	901.32	3,000.00	2,098.68	69.96%
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	225.14	700.00	474.86	67.84%
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	43.96	127.43	400.00	272.57	68.14%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 6/1/2024 Through 6/30/2024

	Current Period Actual	Current Year Actual- 6 mos. ending 6/30/2024	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Total Children/Youth Services	450.60	4,957.79	12,650.00	7,692.21	60.81%
Marketing/Public Relations					
CYS Programming	27.32	282.58	1,500.00	1,217.42	81.16%
Adult Programming	382.99	2,989.67	6,000.00	3,010.33	50.17%
Library Programs	0.00	485.00	1,000.00	515.00	51.50%
Advertising Expenses	0.00	71.61	1,000.00	928.39	92.84%
Newsletter Expense	0.00	6,254.16	16,000.00	9,745.84	60.91%
Total Marketing/Public Relations	410.31	10,083.02	25,500.00	15,416.98	60.46%
Administration					
Shipping Charges	44.15	199.06	600.00	400.94	66.82%
Legal Services	0.00	925.50	5,000.00	4,074.50	81.49%
Credit Bureau	49.25	359.30	600.00	240.70	40.12%
Telephone	462.59	3,064.21	7,000.00	3,935.79	56.23%
Postage	290.01	547.70	700.00	152.30	21.76%
Treasurer's Bond	0.00	500.00	500.00	0.00	0.00%
Liability Insurance	0.00	23,818.30	29,000.00	5,181.70	17.87%
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	159.90	500.00	340.10	68.02%
Membership Dues	0.00	694.00	750.00	56.00	7.47%
Accounting Expenses	183.26	2,146.81	3,000.00	853.19	28.44%
Staff Development	0.00	1,355.01	4,000.00	2,644.99	66.12%
Bond repayment	0.00	12,450.00	119,900.00	107,450.00	89.62%
Credit Card/Bank Fees	26.84	228.56	900.00	671.44	74.60%
Miscellaneous Expense	0.00	1,159.54	8,000.00	6,840.46	85.51%
Board Expense	0.00	344.00	1,250.00	906.00	72.48%
Capital Expense	0.00	0.00	10,000.00	10,000.00	100.00%
Total Administration	1,056.10	52,071.89	196,100.00	144,028.11	73.45%
Technology					
Technology Supplies	173.84	498.04	1,000.00	501.96	50.20%
Computer Consultant	0.00	0.00	2,000.00	2,000.00	100.00%
Network Maintenance	0.00	199.50	2,000.00	1,800.50	90.03%
Computer Hardware & Equipment	48.95	(913.15)	6,000.00	6,913.15	115.22%
E-Library Subscription Svs	9.99	8,478.89	9,500.00	1,021.11	10.75%
Computer Software	0.00	1,188.00	2,000.00	812.00	40.60%
Total Technology	232.78	9,451.28	22,500.00	13,048.72	57.99%
Total Operating Expense	82,119.52	608,084.69	1,410,750.00	802,665.31	56.90%
Miscellaneous Expenses					
ILL Fee Expense	0.00	20.26	0.00	(20.26)	0.00%
Lost ILL Expense	0.00	19.75	0.00	(19.75)	0.00%
Transfer to Other Funds	0.00	72,302.05	0.00	(72,302.05)	0.00%
Total Miscellaneous Expenses	0.00	72,342.06	0.00	(72,342.06)	0.00%
Total Budgeted Expenses	85,702.79	704,350.75	1,478,350.00	773,999.25	52.36%

June was jammed packed with Summer Reading fun! I want to thank all the staff, members of the Friends, and volunteers that helped with our kick-off party. It was a big success because of all of the work they did. I also want to thank the CYS staff for all of the extra planning and work they do to make our Summer Reading Program (SRP) a success. We see so many more people and run so many more programs over the summer. We have the return of some summer favorites plus new programs this year and patrons have been really pleased with our offerings.

Highlights

Summer Reading Kick Off—We had a warm and cicada-filled day for our kick off this year. A large number of patrons gathered on the front lawn to see a variety of reptiles presented by Ali and the Reptile Den. Then patrons came inside to register for summer reading. They were given two tickets, one allowed them to make a SRP button using the button maker, and the other one allowed them to go outside and get a popsicle and a treat. It was a super fun and busy day.

Storytimes and Programs for Young Children—We offer a variety of storytimes over the summer. On Mondays, we have a Mini Storytime for babies through 4 year olds that leads right into Little Hands Playtime. Anne and Bridget plan and present those programs. On Tuesdays, Bridget has started a Tummy Time program that is best for babies up to 6 months old and their caregivers. This is starting to get a following. On Fridays, we have an all ages storytime, that we would like to have outside, but weather and cicadas prevented that this month. Both Mandi and Bridget planned and presented those storytimes this month.

Fran also continued a new favorite program this month, Clay Day, which saw a nice sized crowd. We continued to offer Family Playtime on two Saturdays in June as well. Fran presented one storytime at the Community Garden, and unfortunately, our other scheduled storytime at the garden was rained out.

We continued our tradition of hosting storytimes for the Riverside Parks and Recreation Department's summer campers. Anne, Fran and I planned and presented storytimes on a variety of topics including Disney, superheroes, and the beach.

Thanks again to Stephanie Roldan of The Treehouse for presenting a Yoga Storytime this month.

Local Partnerships—We were thrilled to partner with the Brookfield Zoo Chicago again this summer for two events. I presented a story on Monarch migration as part of their Pollinator Day celebration. It was great to see so many community groups come together to spread the word about the importance of pollinators.

I returned to the Zoo the following week to present a storytime as part of their ZAP! Storytime at the Zoo series. I worked with Emily Shatoff from the Zoo again this year to plan an interactive, entertaining and informative storytime on fish and other sea creatures. We always love partnering with the Zoo.

Awhile back, Ferrai Pickett, a frequent library user, reached out about presenting a Juneteenth storytime at the Library. Ferrai has a non-profit organization called Stand Up to Hate, which hosts community events to promote social, emotional, and mental wellness among children and their families. She has a background in early childhood education and she regularly does kids events throughout Chicago. Since she is currently working in Riverside as a nanny for a family and is in and around town a lot, she wanted to offer this program to the Library. We had a great turn out and families really benefited from the age

CHILDREN & YOUTH SERVICES – June 2024 – Nora Durbin

appropriate stories, discussion and activities that Ferrai lead. Thank you, Ferrai for bringing this program to our Library.

Our Library Passport program kicked off this month. We’ve seen people stopping in to our Library for the first time as they come to get their passport stamped. This is a great way to introduce people to our Library and for our patrons to see what other area libraries have to offer.

Age Level Groups—We continued with the format of offering grade level groups this summer. Each group meets four times throughout June and July. Adventure Club is for 1st through 3rd graders and this month Fran lead a goldfish taste test. Summer Squad is for 4th and 5th graders and this month I lead a program on Shrinky Dinks and Fran lead a Mini Art Party. Trailblazers is for 6th through 8th graders and this month Fran lead participants through a Library Olympics and a Book Tasting. Our high schoolers met once this month for a Goldfish Taste Test.

Other Programs—Nikki has developed a successful 6th through 8th grade multi-week Dungeons and Dragons program.

Bingo continues to be a summer hit.

Our Reading Buddies program has really flourished this summer. I love seeing kids get so excited to read with their teen volunteer big buddies.

We have over 70 teen volunteers this year who help with programs, the Farmer’s Market, checking in reading logs and more!

Pokémon continues to be a fun Friday program.

CHILDREN & YOUTH SERVICES STATISTICS – June 2024	
Reference questions asked	<u>165</u>
Informational questions asked	<u>195</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
6/1/2024	Teen Volunteer Training			19		
6/3/2024	Kick Off Party Snack Tickets					248
6/3/2024	Kick Off Party Buttons					143
6/4-6/7	Drop In SRP Buttons					39
6/5/2024	Farmer's Market Scavenger Hunt					47
6/5/2024	Farmer's Market Name the Cicada					142
6/6/2024	Riverside Camp Storytime 1	16			3	
6/6/2024	Riverside Camp Storytime 2	13			3	
6/7/2024	Yoga Storytime	20	4		14	
6/8/2024	Legopalooza		5		2	
6/10/2024	Reading Buddies 1		6	6		
6/10/2024	Reading Buddies 2		6	6		
6/10/2024	Reading Buddies 3		5	6		
6/10/2024	Riverside Camp Storytime	15			4	

CHILDREN & YOUTH SERVICES – June 2024 – Nora Durbin

6/11/2024	Garden Storytime	10			8	
6/11/2024	Summer Squad: Shrinky-Dinks		10	2		
6/12/2024	Bingo		1		1	
6/12/2024	Dungeons and Dragons			5		
6/12/2024	Farmer's Market Scavenger Hunt					61
6/13/2024	Trailblazers: Library Olympics			8		
6/14/2024	Friday Storytime	12	5		9	
6/14/2024	Pokemon Club		7	3	1	
6/14/2024	Pokemon Jr. Club	4	8	3	4	
6/15/2024	Family Playtime	7			5	
6/17/2024	Mini Storytime	4			4	
6/17/2024	Little Hands Playtime	10			9	
6/17/2024	Reading Buddies 1		6	6		
6/17/2024	Reading Buddies 2		2	6		
6/17/2024	Reading Buddies 3		6	6		
6/18/2024	Adventure Club: Goldfish Taste Test		10	1		
6/19/2024	Juneteenth Storytime	20	5		14	
6/19/2024	Clay Day	22			13	
6/19/2024	Pollinator Storytime at Brookfield Zoo				50	
6/19/2024	Farmer's Market Scavenger Hunt					47
6/19/2024	Farmer's Market 3D Cicada Raffle					39
6/19/2024	Dungeons and Dragons			3		
6/20/2024	Riverside Camp Storytime 1	10			2	
6/20/2024	Riverside Camp Storytime 2	20			4	
6/20/2024	Pajama Storytime	2			2	
6/21/2024	Friday Storytime	12	3		8	
6/21/2024	High School Hangout: Goldfish			4		
6/21/2024	Legopalooza	1	2		1	
6/24/2024	Mini Storytime	6			6	
6/24/2024	Little Hands Playtime	15			12	
6/24/2024	Riverside Camp Storytime	16			4	
6/24/2024	Reading Buddies 1		7	5		
6/24/2024	Reading Buddies 2		6	5		
6/24/2024	Reading Buddies 3		2	2		
6/25/2024	Tummy Time	1			1	
6/25/2024	ZAP! Brookfield Zoo Storytime					36
6/25/2024	Summer Squad: Mini Art Party		10			
6/26/2024	Bingo	2	8		3	
6/26/2024	Dungeons and Dragons			3		
6/26/2024	Farmer's Market Scavenger Hunt					74
6/27/2024	Trailblazers: Book Tasting			2		

CHILDREN & YOUTH SERVICES – June 2024 – Nora Durbin

6/28/2024	Friday Storytime	10	2		6	
6/28/2024	Pokemon Club		6			
6/28/2024	Pokemon Jr. Club		7			
6/29/2024	Family Playtime	2			1	
6/1-6/30	Blue Board Question					273
6/1-6/30	CYS Summer Reading Participants					508
Phone Charger Checkout		5 teens				
Board Game Usage		130 games				
Nintendo Switch Usage		31 teens				
Study Room Usage		22 users				
Passport Stamps		48 patrons				
Interactions with non-English speakers		0				

July was another busy month of programming in CYS. We saw the return of one of our most popular summer programs, the Library Lock-In. While in past years this program has filled in the first few days of open registration, this year, it filled in less than an hour. We had a long waiting list and we are looking at offering another lock-in over winter break this year and opening registration to those on the summer lock-in waiting list first. The kids played hide and seek in the Library, ate pizza and popsicles, watched a movie, played board games, played on the computers and played the Nintendo Switch. Thanks to Fran who helped with this program and thank you to our volunteers Lucy and Sienna.

Highlights

Storytimes and Programs for Young Children—Our summer storytimes continued this month. Anne and Bridget presented the Mini Storytimes. Mandi and I presented the all ages storytimes which finally could be held outside! Anne and Fran presented storytimes at the Community Garden. Anne, Mandi and I presented storytimes for the Riverside Parks and Recreation campers.

Clay Day was a hit again this month. Bridget's Tummy Time has a small following that we hope will grow with time.

Thanks again to Stephanie Roldan of The Treehouse for presenting a Yoga Storytime this month.

Age Level Groups—We offered a variety of programs for our age level groups this month Adventure Club is for 1st through 3rd graders and this month Fran lead a shaving cream party and Anne taught kids about patterns in nature. Summer Squad is for 4th and 5th and Trailblazers is for 6th through 8th graders. Mandi adapted a program for all three groups where kids made an animal home out of an Altoid tin, with the older kids using their sewing skills. We opened up the Ice Dye program to 4th and 5th graders instead of just 6th through 8th graders and had a full program. Nikki taught kids this unique way of dyeing clothing and it was the perfect day for an outdoor program. Fran also lead an Oreo Taste test program for teens.

Other Programs—Nikki's multi-week Dungeons and Dragons program wrapped up this month and the participants were successful in their quest.

Reading Buddies has continued to be popular this month.

Kids and families continued to attend our Pokémon groups, Bingo, Legopalooza and Family Playtime.

Fran's Squishmellow bracket was extremely popular, with people coming back week to week to vote for their favorites. Carl the Cheeseburger ended up the champion.

Nikki continued to help Popcorn the Desk Dog to hide all around the CYS department this month. He also had a picture of a place in the world that he had visited. He happened to have a picture in Paris just in time for the Olympics. Her blue board question this week was "What is your favorite summer activity?" We found out many kids love pickles over the summer!

Summer Reading Program—We have had many participants checking in for our Summer Reading Program this month. CYS participants checked in three times throughout the summer; they could come and get a prize each time they finished reading for 10 days. We switched from a prize wheel this summer to a Plinko prize drop game, and the kids have really enjoyed that. While the program ended on July 29, we are letting participants continue to check in until August 3, so I will include a Summer Reading wrap up in my August report.

CHILDREN & YOUTH SERVICES – July 2024 – Nora Durbin

CHILDREN & YOUTH SERVICES STATISTICS – July 2024	
Reference questions asked	<u>206</u>
Informational questions asked	<u>266</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
7/1/2024	Mini Storytime	4			4	
7/1/2024	Little Hands Playtime	6			6	
7/1/2024	Riverside Camp Storytime 1	17			3	
7/1/2024	Riverside Camp Storytime 2	14			2	
7/2/2024	Tummy Time	2			2	
7/2/2024	Adventure Club: Upcycled Animal Homes	12	1			
7/5/2024	Yoga Storytime	8			6	
7/5/2024	Pokémon Club			3		
7/5/2024	Pokémon Jr		4	4		
7/6/2024	Legopalooza		12		6	
7/8/2024	Mini Storytime	5			5	
7/8/2024	Little Hands Playtime	7			6	
7/8/2024	Riverside Camp Storytime	14			4	
7/8/2024	Reading Buddies 1		6	5		
8-Jul	Reading Buddies 2		5	5		
7/8/2024	Reading Buddies 3		5	5		
7/9/2024	Garden Storytime	5	2		6	
7/9/2024	Tummy Time	2			2	
7/10/2024	Dungeons and Dragons			4		
7/10/2024	Farmer's Market					36
7/11/2024	Trailblazers: Upcycled Sewing			2		
7/12/2024	All Ages Storytime	13			6	
7/12/2024	High School Hang Out: Oreos			3		
7/13/2024	Family Playtime	5			4	
7/15/2024	Mini Storytime	10			9	
7/15/2024	Little Hands Playtime	15			7	
7/15/2024	Reading Buddies 1		6	5		
7/15/2024	Reading Buddies 2		3	4		
7/15/2024	Reading Buddies 3		2	2		
7/16/2024	Tummy Time	1			1	
7/16/2024	Adventure Club: Shaving Cream Party	10				
7/17/2024	Bingo		5		1	
7/17/2024	Farmer's Market					51

CHILDREN & YOUTH SERVICES – July 2024 – Nora Durbin

7/18/2024	Riverside Camp Storytime 1	14			2	
7/18/2024	Riverside Camp Storytime 2	18			3	
7/19/2024	All Ages Storytime	14	2		13	
7/19/2024	Pokémon Club		6			
7/19/2024	Pokémon Jr		4			
7/20/2024	Legopalooza		6		5	
7/22/2024	Mini Storytime	3			3	
7/22/2024	Little Hands Playtime	7			7	
7/22/2024	Riverside Camp Storytime	13			4	
7/22/2024	Reading Buddies 1		6	4		
7/22/2024	Reading Buddies 2		6	4		
7/22/2024	Reading Buddies 3		4	4		
7/23/2024	Garden Storytime	10			7	
7/23/2024	Bubble Party	7	4		8	
7/23/2024	Summer Squad: Altoid Tins		12			
7/24/2024	Dungeons and Dragons			5		
7/24/2024	Farmer's Market					81
7/24/2024	Clay Day	15			6	
7/25/2024	Ice Dye Program		5	6	3	
7/26/2024	All Ages Storytime	12	2		8	
7/26/2024	Library Lock-In		25	2		
7/27/2024	Family Playtime	4			7	
29-Jul	Mini Storytime	10			8	
7/29/2024	Little Hands Playtime	17			14	
7/29/2024	Reading Buddies 1		6	6		
7/29/2024	Reading Buddies 2		6	6		
7/29/2024	Reading Buddies 3		4	4		
7/30/2024	Tummy Time	2			2	
7/30/2024	Adventure Club: Patterns		12		3	
7/31/2024	Bingo		4			
7/1-7/31	Blue Board Question					210
7/1-7/31	CYS Summer Reading Participants					515
Phone Charger Checkout	9					
Board Game Usage	109					
Nintendo Switch Usage	14					
Study Room Usage	24					
Passport Stamps	32					
Interactions with non-English speakers	0					

Patron and Computer Services

June 2024

Sharon Shroyer

Patron Services

The SWAN WorkFlows upgrade on June 18th, had some hiccups. SWAN realized that there were issues right after the installations and rolled back the update. I had only updated my computer before SWAN ran their update, so I only had to delete the update and install the old version on my PC. SWAN will let us know when they will try again.

The Summer Reading program is running full steam and those little green stars keep popping up at checkout. Everyone who gets a green star on his or her checkout receipt, gets a prize out of our PS Treasure Chest.

June was our first full month with the 8pm closing time and it did not affect our attendance numbers at all. We are still slow in the evenings but we went from an attendance number of 7849 for June of 2023, to 11022 for this June.

Our treasure chest is stocked and ready for Summer Reading. Patrons, who get the lucky green star on their checkout receipt, get a prize from our treasure chest at checkout this year

Computer Services

The update of the Spot Laptops continue and we had a serious issue with one of our Spot all-in-one computers. The computer would not turn on no matter what we did. I moved it up to my desk and contacted Dell for some much needed tech support. Unfortunately, they also could not suggest anything to help the situation, which turned out to be a defective motherboard. They scheduled a technician to come out and replace it and less than 24 hours after my initial phone call, the technician had come, replaced the motherboard, and solved our problem. The speed of Dell's response was impressive.

The six new all-in-one computers were delivered in June. A big Thank You to Fran, who helped me get all the big boxes out of the handicapped hallway where they had been left. I am now surrounded by large cardboard boxes.

I have placed the order for a new self-checkout station from Envisionware. The new unit will be installed in CYS and the older model will be updated and brought upstairs.

I contacted Midwest Computer Recycling in Gurnee about recycling a plethora of older material that we had; everything from keyboards, old metal carts and cables to old all-in-one computers. They came out at the end of June and took everything that I had set aside. I will be contacting them again later this year to do a final clean out of the equipment I will be retiring this summer and fall.

Patron and Computer Services

July 2024

Sharon Shroyer

Patron Services

It was tons of fun to be part of the Library contingent at the July 4th, parade with Janice as the Grand Marshall. I had not been in one for a long time and it was a blast. Thank you to Ken Circo, who drove my car and provided decorations too!

July continued our robust attendance of the past few months. Our numbers are up by almost 9000 compared to last year at this time.

We had two long overdue laptops. I told both patrons that if they were not returned, we might contact the police. One, was returned right away. The other was not, so I contacted the police to see our options. Officer Teune came over right away. He went to the patron's residence to tell her she needed to return the equipment. After several days, back and forth, including a second visit from Officer Teune, she finally returned the laptop on July 18th. The laptop was sticky and obviously had fluid spilled on it. I took it apart, cleaned it well and checked for further damage. The patron has not paid the fines incurred and has been informed she is barred from checking out equipment for six months. I am grateful to Officer Teune and all of his assistance in this matter.

Computer Services

The six new all-in-one computers were unboxed in July, releasing me from my cardboard prison. I have configured them with everything except our reservation software. I have not done that install in well over 4 years, so I have contacted TBS for updated install files.

I have some quotes for the new financial laptop. Prices for higher end laptops have risen quite a bit but I hope to place the order in the next day or two.

The SWAN upgrade finally happened towards the end of July and I have been updating the staff computers one at a time.

I consulted with Bill Borst, about the timeline for replacing our network. He said that servers are lasting longer than they used to and the prices are exceedingly high for new servers. He recommended waiting to revisit this next year to see how things are and if costs have dropped. Since we are not looking at an immediate server upgrade, Bill and I are looking at improving some of the infrastructure for the network; wireless access points and updating controller software, in the near future.

We did have a serious issue with our infrastructure on Saturday, July 6th. I received a call that there were issues with our internet, phone and WorkFlows connectivity. Henry had tried rebooting the Comcast box but things kept going up and down. I came in to work with

Comcast to try to troubleshoot the issue. Staff remembered seeing workers by the utility box in front of the village. Kate and I came in early Sunday morning to meet a Comcast technician. The diagnosis was that it appeared those Comcast workers on Saturday, damaged the line running under our parking lot, and a new line would need to be installed. Kate and I pulled all of our hotspots to prepare to use them if needed until Wednesday, when another technician was expected. To our immense surprise and happiness, the internet, WorkFlows and our phones were working on Monday. The head technician on Wednesday did confirm that the line was damaged and he ran a temporary data line over the parking lot until a new buried line can be run by Comcast.

On July 17th, we had a power outage and late on Thursday, July 18th, we started having connection issues again. I thought it was a Comcast issue again but it turned out to be our SonicWall unit. We have not had any issues with it before, so the power outage may have caused the issue just a day later, shutting it down. After the third restart, the unit kicked on and has been working fine since. I contacted SWAN, and their recommendation was to watch it and if there are no other issues, it should be OK. We have had no further problems in the last three weeks.

June 2024 Information Services Update

Diane Silva

Databases –

Ebsco provides the majority of our research databases via annual contract. Ebsco and RAILS negotiate costs, allowing member libraries to take advantage of group discounts. Earlier in June, we learned that Ebsco had negotiated a base package deal with the Illinois State Library. This new arrangement would provide a wide variety of basic research offerings to all Illinois libraries at no cost. This package includes databases that we have traditionally had, but at lower levels of access and does not include access to popular databases, like Consumer Reports.

In a flurry of activity, mid-month we received communication from SWAN indicating that they had negotiated an All-Inclusive Package with Ebsco that would take the State Library base and add on a huge number of offerings (including Consumer Reports and LibraryAware, which we currently pay for separately). The cost for the add-on package was less than what we were traditionally paying for our current RAILS package, BUT it required a high minimum library enrollment. IF the SWAN minimum was not met, there was a second option of a RAILS Flagship add-on package, which would allow libraries to choose to increase their levels of access to research databases and included Consumer Reports. This Flagship package was comparable to what we currently pay. We were given a day to decide.

Does this sound horribly confusing? You are not alone.

We originally elected to add the All-Inclusive package with SWAN but, alas, they did not get the minimum amount of interest. We were given until the end of day to decide if we wanted to opt into the Flagship offering or just stick with the base package offered by the State Library.

Realistically, based on user stats, the base package is probably sufficient for our needs, except for Consumer Reports. While this resource is not heavily used at other libraries, it is in Riverside. Because the 24 hours did not afford us enough time to price it as a stand-alone service and because we already budgeted for databases for this fiscal year, we opted into the RAILS Flagship package.

Honestly, this version is the least complicated one. We will keep an eye on stats and next year get pricing for Consumer Reports. In theory, we should be getting new links for services in early July.

Summer Reading –

Summer Reading is running smoothly. We have 164 teen/adult participants. This total is lower than last year but we are waiting to see what our completion percentages look like. So far, the pilot use of Excel and Google for tracking is working really well and I will review the process with Nora before we decide to renew ReadSquared for 2025.

July 2024 Information Services Update

Diane Silva

Book Discussion Changes –

We ran a survey during most of May and June to gauge interest in book discussions. Within the only 18 responses, there was definitely more interest in evening offerings. Since our daytime regulars also come to our quarterly evening session, all discussions are moving to evenings to meet the changing needs. Additionally, we have moved from standing 3rd Tuesday meetings to alternating days of the week to increase accessibility. Changes will begin in September and will be marketed in the coming newsletter. We will continue to evaluate numbers for the next year to see if the changes are effective.

Other suggestions that we are putting into action - Jordan, Maureen, and Brent may also be periodically getting attendee input on upcoming titles and we will add name tags for everyone to facilitate discussion. Thanks to all who took time to complete the survey and to Jordan, Maureen, and Brent who show great dedication to building this programming.

The SPOT –

Jordan and I met earlier this month to evaluate what is working, discuss needed tweaks, and plan for taking The Spot past year one. Immediate changes include adding a field for library card number on the information request form. Moving forward, Jordan will begin work on a programming and marketing plan with hopes that we have a more standardized and robust approach going forward.

Summer Reading –

Final stats will be reported in August. The streamlined (and free) IS spreadsheets were quite successful.

Programming

Lisa and Brent have dug right into dividing up programming duties. This summer, particularly with the 8 pm close, is the first time that we have limited programming to only standard recurring events, crafting, and The SPOT offerings. We haven't heard any complaints about this change and our community partners also follow this same schedule. It has given us some breathing room for an extremely full fall, including an author talk with Caroline Woods and a new novel writing club hosted by Gabe.

The SPOT Appointments/projects -5
The SPOT T-shirt bags - Teens (2) – 4
The SPOT Key Chains - 11
Drop in Tech Help (2 sessions) – 3
Virtual Yoga (5 sessions) – 8
Book Discussion – 8
Asahi (2 sessions) – 13
Meditation (1 session) – 5
Genealogy Club – 8

Genealogy Club – 8
Knitting Club (5 sessions) – 25
Exam Proctor - 1

Passive

Spice Kits – 50
Seed Packets Take/Leave –4
Various Passive – 457
Board Game Borrowing - 1

Patron Interactions – We had 733 patron interactions this month. 3 interactions with ESL patrons.

**Riverside Public Library
Miscellaneous Statistics - June 2024**

	Jun-24	Jun-23	YTD 2024	YTD 2023
Reference Statistics				
Questions Asked - Adult	654	849	4929	4713
Questions Asked - Youth Services	360	626	2239	3355

Internet Usage - Adult	217	310	1561	1811
- CY5	341	316	1146	1118
Total Usage	558	626	2707	2929

Holdings				
Adult Titles Added	181	142	930	790
CYS Titles Added	36	24	472	482
Total Titles Added	217	166	1402	1272
Adult Titles Withdrawn	136	183	710	1047
YS Titles Withdrawn	8	8	95	795
Total Titles Withdrawn	144	191	805	1842

Total Holdings			63820	62782
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Library Programs - Active				
Children 0-5	20	16	152	126
Children 6-11	21	19	48	56
YA 12-18	7	3	26	17
Adults 19+	35	25	202	117
General Interest (Mixed)	16	9	42	24
Totals	99	72	470	340

Library Programs - Active Attendance				
Children 0-5	250	169	1629	1154
Children 6-11	139	159	1601	1948
YA 12-18	104	117	239	210
Adults 19+	383	361	2609	2762
General Interest (Mixed)	1943	713	3714	1050
Totals	2819	1519	9792	7124

Library Programs - Passive				
Children 0-5	4	0	23	0
Children 6-11	2	0	6	6
YA 12-18	0	0	1	1
Adults 19+	10	3	23	15
General Interest (Mixed)	7	4	28	12
Totals	23	7	81	34

Library Programs - Passive Attendance				
Children 0-5	61	0	454	0
Children 6-11	11	0	48	159
YA 12-18	0	0	10	12
Adults 19+	79	71	462	422
General Interest (Mixed)	1198	187	172	450
Totals	1349	258	1146	1043

Community Programs Attendance	8	8	60	63
	58	84	570	699

	Jun-24	Jun-23	YTD 2024	YTD 2023
New Library Cards Issued	72	100	299	317
Library Attendance	11022	7849	50539	43070
Notary Service	21	20	87	93
Checkouts	5569	6613	29794	31400
Renewals	3462	2995	20606	19808
Checkins	5666	6569	33758	34616
Total Circulation	14697	16177	84158	85824
Interlibrary Loans				
Loaned	899	941	5702	6092
Borrowed	904	1119	6648	6624
Reciprocal Borrowing				
Loaned to Other Library Patrons	576	546	3382	3437
RPL Patrons Borrowing Elsewhere	1308	1209	7976	6604
Digital Resources				
Hoopla	402	366	2330	2162
Boundless	132	88	720	735
Libby (Digital Library of Illinois)	1644	1238	8702	7268
Flipster Downloads and Views	0	21	85	189
Web Site Total Hits	4741	4290	24160	26395
Wireless Statistics	671	NA	9254	6114
Online Databases				
Ancestry.com				
Searches	380	456	2936	5076
Returns	615	741	4436	9592
Encyclopaedia Britannica				
Sessions	7	36	151	225
Newsbank				
Searches	0	14	204	65
Consumers Reports				
Searces	5	0	43	22
Views	36	0	518	317

	Jun-24	Jun-23	YTD 2024	YTD 2023
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EBSCO Online Databases

Academic Search Premiere Searches	17	95	93	325
Auto Repair Source Searches	0	0	0	0
Biography Reference Center Searches	0	3	22	15
Business Source Premier Searches	5	4	78	169
Consumer Health Complete Searches	0	0	10	122
History Reference Center Searches	0	4	10	35
Legal Information Ref. Center Searches	0	0	0	0
Literary Reference Center Searches	28	35	190	284
Masterfile Searches	38	24	228	224
Middle Search Plus Search	0	0	8	32
Newspaper Search Plus Search	5	19	94	116
Novelist Searches	3	3	11	20
Points of View Ref. Center Searches	29	22	134	228
Primary Search Searches	0	0	1	5
Science Reference Center Searches	1	0	14	36
Small Business Center Searches	0	3	10	8

Additional Statistics

Newspaper Archives Searches	22	13	139	95
Museum Passes Issued	14	14	71	72
Library of Things Equipment	65	87	296	385
Kits	20	22	228	104
Spot Collection Use	9	10	68	26

**Riverside Public Library
Miscellaneous Statistics - July 2024**

	Jul-24	Jul-23	YTD 2024	YTD 2023
Reference Statistics				
Questions Asked - Adult	733	NA	5662	4713
Questions Asked - Youth Services	472	465	2711	3820

Internet Usage - Adult	190	232	1751	2043
- CYS	417	216	1563	1334
Total Usage	607	448	3314	3377

Holdings				
Adult Titles Added	200	107	1130	897
CYS Titles Added	38	99	510	581
Total Titles Added	238	206	1640	1478
Adult Titles Withdrawn	150	58	860	1105
YS Titles Withdrawn	14	2	109	797
Total Titles Withdrawn	164	60	969	1902

Total Holdings			63894	62928
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Library Programs - Active				
Children 0-5	30	21	182	147
Children 6-11	24	24	72	80
YA 12-18	5	0	31	17
Adults 19+	1	14	203	131
General Interest (Mixed)	6	8	48	32
Totals	66	67	536	407

Library Programs - Active Attendance				
Children 0-5	274	196	1903	1350
Children 6-11	182	148	1783	2096
YA 12-18	84	107	323	317
Adults 19+	235	248	2844	3010
General Interest (Mixed)	925	305	4639	1355
Totals	1700	1004	11492	8128

Library Programs - Passive				
Children 0-5	7	0	30	0
Children 6-11	2	0	8	6
YA 12-18	0	0	1	1
Adults 19+	1	2	24	17
General Interest (Mixed)	3	4	31	16
Totals	13	6	94	40

Library Programs - Passive Attendance				
Children 0-5	112	0	566	0
Children 6-11	29	0	77	159
YA 12-18	0	0	10	12
Adults 19+	52	52	514	474
General Interest (Mixed)	757	203	172	653
Totals	950	255	1339	1298

Community Programs Attendance	7	6	67	69
	41	43	611	742

	Jul-24	Jul-23	YTD 2024	YTD 2023
New Library Cards Issued	55	62	354	379
Library Attendance	9227	7844	59766	50914
Notary Service	19	13	106	106
Checkouts	5962	5597	35756	36997
Renewals	3638	4109	24244	23917
Checkins	6543	6913	40301	41529
Total Circulation	16143	16619	100301	102443
Interlibrary Loans				
Loaned	934	869	6636	6961
Borrowed	1128	921	7776	7545
Reciprocal Borrowing				
Loaned to Other Library Patrons	832	524	4214	3961
RPL Patrons Borrowing Elsewhere	1199	1066	9175	7670
Digital Resources				
Hoopla	386	361	2716	2523
Boundless	131	102	851	837
Libby (Digital Library of Illinois)	1421	1382	10123	8650
Flipster Downloads and Views	0	41	85	230
Web Site Total Hits	4500	3981	28660	30376
Wireless Statistics	642	NA	9896	6114
Online Databases				
Ancestry.com				
Searches	134	367	3070	5443
Returns	294	350	4730	9942
Encyclopaedia Britannica				
Sessions	13	17	164	242
Newsbank				
Searches	0	15	204	80
Consumers Reports				
Searces	9	6	52	28
Views	116	109	634	426

	Jul-24	Jul-23	YTD 2024	YTD 2023
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EBSCO Online Databases

Academic Search Premiere Searches	2	24	95	349
Auto Repair Source Searches	0	0	0	0
Biography Reference Center Searches	3	2	25	17
Business Source Premier Searches	56	2	134	171
Consumer Health Complete Searches	0	0	10	122
History Reference Center Searches	0	0	10	35
Legal Information Ref. Center Searches	3	0	3	0
Literary Reference Center Searches	18	10	208	294
Masterfile Searches	18	3	246	227
Middle Search Plus Search	4	0	12	32
Newspaper Search Plus Search	5	4	99	120
Novelist Searches	4	0	15	20
Points of View Ref. Center Searches	24	14	158	242
Primary Search Searches	0	0	1	5
Science Reference Center Searches	1	0	15	36
Small Business Center Searches	0	0	10	8

Additional Statistics

Newspaper Archives Searches	19	12	158	107
Museum Passes Issued	18	21	89	93
Library of Things Equipment	132	49	428	434
Kits	8	9	236	113
Spot Collection Use	5	2	73	28

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

Administration

I am happy to report that we have hired a bookkeeper! Although we talked with both Lauterbach and Amen and Sikich about outsourcing the position, we had a candidate apply who had the appropriate experience. She was given high praise by her references. Ashley Vimont will be joining us in mid-July to begin training with Jane. Because of the financial dealings of the position, I requested a background check on her. We have always had it in our handbook that we reserve the right to do background checks, but this is the first time we have ever done so. It was also highly recommended by LIRA, our liability insurance pool.

The carpeting project was in full swing this month. Not only did phase one get completed (Great Room/Movie Room), phase two was done as well (Adult stacks/Atrium). Thank you to Diane and Nora who helped by arriving at 7 am to allow the carpet installers to start early. There was very little inconvenience to patrons and the normal flow of library activities. The remaining areas to be done are the Patron Service Department, the back offices, book sale room and the two entry ways. This will be done in August. We have received many compliments on the new carpeting and how bright it makes the Library!

I received a letter from the State Library, stating that although our grant request was well written and documented, we were not funded for the Patron Service Department renovation grant. There were too many libraries submitting for project funds that were considered higher priority. This is indeed very frustrating, but it is hard to compete against roof leaks and asbestos etc.

After last month's discussion on purchasing, going to bid and getting quotes, I did a little investigating. I saw that many libraries have purchasing policies which address this whole process. I sent Ken and Courtney several examples to get their feedback on what they wanted included in our purchasing policy. Once I hear back from them, I will put a draft of the new policy together. I also sent Dan the document from Holton Brothers for him to clarify which wording he would like changed. In order to proceed with the front stairs project, I have submitted the Certificate of Appropriateness to the Village to approve the work. Once we get the okay, Holton Brothers will begin the work.

The wall hanging in memory of Cindy Vitek has finally been completed and sent to the Library. We are working on getting it hung. It will be on the wall behind the CYS desk.

Friends of the Library

I have asked the Friends of the Library if they would be interested in joining with the Library (Reading Between the Wines) to start saving for the Patron Services renovation. The area is in need of upgrades to help us serve the public better. For example, we need better storage for Library of Things items. Perhaps we refocus the staff work area to be more multipurpose and open. It then can be flexible for different uses while still providing good working space.

We have storage space available in the staff room, which can be utilized for some of the things currently stored in PS. The Friends have agreed to join the efforts. We are hoping that a two year time frame could be realistic, if we re-evaluate the current project guidelines.

All of the spaces for the Riversideopoly 2025 game have been sold. I have begun to gather all of the logos and space information to send to the company for production of the game. We are well ahead of schedule which makes for a more careful checking of information to prevent any errors on the final product. We are now offering single line spaces for \$75 to families or smaller businesses. These names will be on the front of the board.

Friends of the Library met on June 18. Their fundraising is going extremely well this year. Harvest Bingo is scheduled for Saturday, October 12. Tickets will go on sale after Labor Day.

Community Outreach and Partnerships

We are all set for the Fourth of July parade! The Library was given spot #10 which is directly behind the Person of the Year car. This is the best position we have ever had! Marchers will be handing out over 2,000 items this year! I also am keeping a small stash bag in the POY car in case we run out near the end. The people at the end of the parade always miss out!

Farmers' Market is in full swing. Thank you to all who took a turn in the tent during June: Fran, Jordan, Brent, Diane S. Gabe, Sarah Nielsen (FOL) as well as some amazing CYS volunteers. There is no market on July 3 this year due to the Concert in the Park.

Ongoing

Management team met on Thursdays.

Janice, Lisa and Diane met to work on the employee handbook revision.

Building and Grounds

Routing Lawn care was done this month.

Routine elevator maintenance was done.

Library Director's Report
July 2024
Janice Foley

Administration

The most exciting news is that our new Bookkeeper was hired and started to work with Jane this month! Ashley Vimont began work on July 15. We are so glad to have her on board! Jane started showing her everything she will be responsible for. We have also changed signature authorization with First American Bank so Ashley can begin signing checks. This will be helpful because Jane will be going on a vacation in early August. When Jane returns, she will spend a few more weeks helping Ashley get comfortable with her responsibilities. I cannot thank Jane enough for being so conscientious and flexible helping with this financial transition. She will truly be missed. This is such a bittersweet transition, because we are sorry to see Jane go, but we are excited to have Ashley on staff.

Jane and I began working on the 2024 Tax Levy/2025 Operating Budget in June and made more progress this month. Sharon, Diane and I met on July 29 to go over the online/e-resource costs to make sure we are budgeting accurately. We will have the preliminary budget ready for the September Board Meeting and the final budget for approval at the October meeting. The CPI for this budget is 3.4%, which is down from the past two years of 5%.

The Certificate of Appropriateness for the masonry work was approved, but the permit is still pending. We were asked to provide them with physical samples of the rock that would be used. John Holton was able to drop off those heavy rock samples on July 28. I brought them over to Anne Cyran at the Village.

Dan received a copy of the contract from Holton to make the changes to the liability section. I am waiting for those to be returned before sending to Holton.

I checked with other libraries about their purchasing policies and received several samples back. I forwarded them to Ken and Courtney for their input. I have started a draft of a policy. After I hear back from Courtney, I will complete the document and have it for approval at the October or November meeting. This policy will spell out the process for getting bids and what amounts qualify for different actions. It will be good to have it in place to guide future projects.

Person of the Year Dinner is Wednesday, September 25. If you plan on attending, please let me know at the August Board Meeting so I can get a ticket for you. The Board budget line has paid for tickets in the past. You will not need to pay for one, unless you are bringing a guest.

We lost power on July 17 and had to close the Library because we had no idea how long it would take to restore power. Thanks to Gabe, Fran and Sarah who stayed and staffed the Farmers' Market booth even though other staff were sent home.

Friends of the Library

We are in the final stages of RIVERSIDEOPOLY preparation to send to the company for production. At their most recent meeting, the Friends have approved that all the money raised from sales of the games will be earmarked for the Patron Services Renovation Fund. If we sell all the games, we will have \$12,500 for the fund. If you would like your family name on the Board, there is still an option to do so for \$75. Please let me know if this is something you might be interested in.

FOL met on July 16. They discussed the upcoming Harvest Bingo. The Library will again be sponsoring the popcorn and water for attendees. Harvest Bingo will take place on Saturday, October 12. Tickets will go on sale in September. They sold out quickly last year, so if you want to go, buy them early!

Community Outreach and Partnerships

Farmers Market continues to be a fun weekly event. The CYS department takes turns with Administration every other week to staff the tent. Fran Perry is there every week offering consistency to the table! Friend of the Library volunteer Sarah Nielsen also staffs every other week and helping with the scavenger hunt. It is so much fun to see the children run up to the tent to tell us where the cicada is hiding! With the cicadas gone, we also have brought back the Book Farm which is a quiet, shady place under a tree. Parents/caregivers and children can relax and read books about farmers' markets, fruits and other fun things!

Ongoing

Managers met throughout the month.

Building and Grounds

The main level keypad locks have been installed. These are located on the side door to parking lot and the door entrance to the Patron Services work area. The locksmith is also looking into the possibility of getting a smaller lock installed on the back office door. The salesperson who came to first assess the situation said that they could not install one there. However, the locksmith said he was almost positive it could be done. This would be a great security measure for the back office that is often left empty when staff are scheduled elsewhere in the building.

Allen Goodcase has replaced the emergency light batteries. They need to be replaced every 2 to 3 years. There were several fixtures downstairs that were not working. He said the units were low quality models and has quoted a replacement fee which is only several hundred dollars. Since we had the money in the budget, I approved the installation.

Routine lawn care continued.

Routine elevator maintenance took place.



Library Board Memorandum

To: Board of Trustees
From: Diane Silva, Assistant Library Director
Date: 8/05/2024
Re: For Discussion: Physical Program Liability Release

Recently, on the RAILS programming message board, there was a discussion around the need for liability waivers for physical programming. While we no longer offer in-house yoga, we offer it virtually, along with Asahi movement for adults and various yoga/ninja story times for children. Some libraries reported requiring a signed waiver; another includes release of liability language to relevant program descriptions. Both approaches include release for the library and the presenter.

While we hold insurance to cover injuries, we would like guidance from the Library Trustees as to whether they would like us to pursue adding releases of this type.



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 8/06/2024
Re: APRIL 2025 CONSOLIDATED ELECTIONS

The dates for the Candidate Petition Circulation and Filing for the April 1 Consolidated Election have been moved up this year by a month. This means the process for running for a Library Trustee position can begin on August 20, 2024.

There are three trustee spots up for election in April, Jane Birmingham, Mike Hagins and Christine Long's terms are up this election cycle. Mike has served since 2017 and Christine and Jane since 2021.

I have attached the Candidate papers for everyone's information.

LOCAL LIBRARY BOARD – TRUSTEE

Municipal – Township

NOTE: In villages under the commission form of government, the Library Board of Trustees is appointed by the village council. (75 ILCS 5/4-2)

NOMINATION PAPERS

Petitions: Nonpartisan ([SBE Form P-4](#))

Statement of Candidacy: Nonpartisan ([SBE Form P-1A](#))

Loyalty Oath (optional): All candidates ([SBE Form P-1C](#))

Statement of Economic Interests: Filed with the county clerk of the county in which the principal office of the unit of local government with which the person is associated is located. (5 ILCS 420/4A-106) See page 22 regarding filing the receipt.

Fair Campaign Practices Act (voluntary): Filed with the State Board of Elections.

QUALIFICATIONS

Resident of the incorporated town, village, or township involved. (75 ILCS 5/4-3.3)

A person convicted of a felony, bribery, perjury, or other infamous crime, for an offense committed on or after November 17, 2023 (the effective date of Public Act 103-562) and committed while the person was serving as a public official in this State, is ineligible to hold any local public office unless the person's conviction is reversed, the person is again restored to such rights by the terms of a pardon for the offense, the person has received a restoration of rights by the Governor, or the person's rights are otherwise restored by law. (730 ILCS 5/5-5-5)

SIGNATURE REQUIREMENTS

Petition must be signed by at least 25 legal voters residing in the incorporated town, village (except a village under the commission form of government), or township. (75 ILCS 5/4-3.3)

FILING DATES

November 12-18, 2024 (not more than 141 nor less than 134 days prior to the consolidated election).

WHERE TO FILE

Local municipal or township clerk.

TERM

7 Trustees: 6 years for incorporated towns, villages, and library boards. (Library Board may change to 4-year terms by resolution). (75 ILCS 5/4-3.1)

7 Trustees: 4 years for Township Public Libraries. (75 ILCS 5/4-3.2)

TERM BEGINS

Trustees hold office until their successors are elected and qualified. (75 ILCS 5/4-3.1) Within 60 days after their election, the trustees shall take the oath of office and meet to organize the board. (75 ILCS 5/4-6)

CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.

FREQUENTLY ASKED QUESTIONS

SIGNING PETITIONS

Are abbreviations allowed on petitions?

Standard abbreviations may be used in writing the resident's address, including the street number.

How should the voter sign their name when they sign the petition?

The voter should sign the petition with the same name that the person is registered to vote with; however, signing with a nickname will not invalidate the signature if the voter can be identified and it can be shown that the voter is lawfully registered to vote and qualified to sign the petition.

Are pencil signatures allowed?

Yes, but it is advisable to use a pen with dark ink.

Can ditto marks be used on the petitions?

Though ditto marks are not specifically prohibited, it is suggested they be avoided. The use of ditto marks could be objected to and the outcome of an objection cannot be predicted. A circulator can, however, fill in any missing information except a voter's signature.

Can a P.O. box be used as a signer's address?

Generally, no. Signers must list the residential address where they are registered to vote on petitions. However, there are some exceptions where voters may list a P.O. Box as a residential address (e.g. Address Confidentiality for Victims of Domestic Violence, Sexual Assault, Human Trafficking, or Stalking Act (750 ILCS 61/1 *et seq.*)).

May a voter sign a petition for someone else?

No. A registered voter must personally sign the petition. A person may not sign for someone else, such as another member of the person's own family. (10 ILCS 5/7-10, 10-4)

Can a voter sign more than one established party candidate's petition?

Yes, a signer can sign petitions for as many candidates of the same established political party as the person wants, but a person may not sign petitions for different established parties in the same election.

CIRCULATING PETITIONS

May candidates circulate their own petitions?

Yes.

When can the circulator start collecting signatures?

No more than 90 days prior to the last day for filing petitions. (10 ILCS 5/7-10, 10-4)

Aug 20

If a candidate finds something wrong with their petitions after they are filed, can a new set of petitions be circulated and filed before the end of the filing period?

**NONPARTISAN PETITION
(NON-MUNICIPAL AND COMMISSION FORM OF MUNICIPALITY)**

We, the undersigned, qualified voters in the _____ in the
(unit of government)
County of _____ and State of Illinois, do hereby petition that the following named person shall be a Nonpartisan
Candidate for election to the office hereinafter specified, in the aforesaid unit of government, to be voted for at the election to be held
on _____ (date of election).

NAME:	OFFICE:
ADDRESS:	A Full Term is sought, unless an unexpired term is stated here: _____ year unexpired term

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS _____ UNTIL NAME CHANGED ON _____
(List all names during last 3 years) (List date of each name change)

NAME (VOTER'S SIGNATURE)	VOTER'S PRINTED NAME (optional)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1.			,IL	
2.			,IL	
3.			,IL	
4.			,IL	
5.			,IL	
6.			,IL	
7.			,IL	
8.			,IL	
9.			,IL	
10.			,IL	

State of _____)
County of _____)

SS.

_____, (Circulator's Name) do hereby certify that I reside at _____, in the
City/Village/Unincorporated Area of _____ (if unincorporated, list municipality that provides postal service) (Zip

Code) _____, County of _____, State of _____ that I am 18 years of age or older (or 17 years of age and qualified to vote in Illinois), that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day of filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and their respective residences are correctly stated, as above set forth.

(Circulator's Signature)

Signed and sworn to (or affirmed) by _____ before me, on _____
(Name of Circulator) (Insert month, day, year)

(Notary Public's Signature)

(SEAL)

STATEMENT OF CANDIDACY

NONPARTISAN

NAME:	OFFICE: A Full Term is sought, unless an unexpired term is stated here: ____ year unexpired term
ADDRESS – ZIP CODE:	CITY, VILLAGE OR SPECIAL DISTRICT:

If required pursuant to 10 ILCS 5/7-10.2, 8-8.1 or 10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS _____ UNTIL NAME CHANGED ON _____
(List all names during last 3 years) (List date of each name change)

STATE OF ILLINOIS)
) SS.
County of _____)

I, _____ being first duly sworn (or affirmed), say that I reside at _____, in the City, Village, Unincorporated Area of _____

(if unincorporated, list municipality that provides postal service) Zip Code _____, in the County of _____, State of Illinois; that I am a qualified voter therein, that I am a candidate for Nomination/

Election to the office of _____ in the _____ (Name of City, Village or Special District)

to be voted upon at the election to be held on _____ (date of election) and that I am legally qualified

to hold such office and that I have filed (or I will file before the close of the petition filing period) a Statement of Economic Interests as required by the Illinois Governmental Ethics Act and I hereby request that my name be printed upon the official ballot for Nomination/Election to such office.

(Signature of Candidate)

Signed and sworn to (or affirmed) by _____ before me, on _____
(Name of Candidate) (insert month, day, year)

(SEAL)

(Notary Public's Signature)

ATTACH TO PETITION

10 ILCS 5/7-10.1

Suggested
Revised July, 2004
SBE No. P-1C

**LOYALTY OATH
(OPTIONAL)**

United States of America)
)
State of Illinois) SS.

I, _____, do swear (or affirm) that I am a citizen of the United States and the State of Illinois, that I am not affiliated directly or indirectly with any communist organization or any communist front organization, or any foreign political agency, party, organization or government which advocates the overthrow of constitutional government by force or other means not permitted under the Constitution of the United States or the Constitution of this State; that I do not directly or indirectly teach or advocate the overthrow of the government of the United States or of this State or any unlawful change in the form of the governments thereof by force or any unlawful means.

(Signature of Candidate)

Signed and sworn to (or affirmed) by _____ before me,
(Name of Candidate)

on _____
(insert month, day, year)

(Notary Public's Signature)

(SEAL)