

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, December 10, 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 November 12, 2024 – Action Item**
- VI. Review of November Bills—Action Item**
- VII. Review of November 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—November**
 - 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. Vacation Benefit Change– Action Item**
 - B. FLOS Co-Sponsorship Agreement – Action Item**
- XIII. Announcements**
- XIV. Correspondence & FYIs**
- 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
November 12, 2024**

Held Tuesday, November 12, 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; 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.

Absent: Michael Hagins, Trustee.

Called to order at 7:33 pm by President Ken Circo.

Review of Minutes

Jane Birmingham moved, and Christine Long seconded, that the Board approve the minutes of the October 8, 2024 regular meeting.

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

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Nancy DeFauw moved, and Courtney Greve Hack seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 23976 through 23982, 23984 through 24012, and 24014 through 24020 in the total amount of \$91,597.75, which includes payroll through October 25, 2024.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Jane Birmingham moved, and Dan Loucks seconded, that the Board approve the financial statements for October 31, 2024, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed

Committee Reports

Building and Grounds

President Circo noted that several of the light bulbs in the Great Room were burnt out. We recently had Anderson here to replace bulbs, but new ones burn out all the time. President Circo asked if the bulbs were LED bulbs. Director Foley answered that they are, but since the fixtures are old; and therefore, not very energy efficient. This led to a discussion of the lighting needs on the first floor and in the balcony. The lighting in the Patron Services area has already been replaced. The lighting in the adult stacks is not really adequate. Perhaps the chandeliers in the Great Room should be converted to LED fixtures. The Trustees discussed adding this project to our long range funding needs. President Circo suggested we consider using the RBTW funds for this lighting project.

The sprinklers have been fixed.

Policy and Bylaws

Purchasing Policy

Courtney Greve Hack moved, and Jane Birmingham seconded, that the Board approve the Purchasing policy.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Photography and Videography Policy

Dan Loucks moved, and Nancy DeFauw seconded, that the Board approve the Photography and Videography policy with the discussed edits.

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

Nays: None

Abstained: None

The motion passed.

Staff Reports

The Trustees noted that Nora was the recipient of one of James Patterson's \$200 awards based on a patron's recommendation. President Circo commented on the continuing education classes that Nikki and Fran attended. Trustee Birmingham praised Bridget's creative efforts to grow the Tummy Time program.

Several Trustees noted that Sharon has been very busy with all the newly installed, updated and refurbished equipment in Patron Services.

Trustee DeFauw and Greve Hack commented on the Culinary Historians of Illinois event as well as the popularity of the spice kits. Assistant Director Silva added that we're changing things a bit for next year. We'll be offering spice kits 6 times, alternating with SPOT DIY kits the other months.

Director's Report

As Director Foley mentioned, President Circo and Trustee Greve Hack also noted the incorrect spelling of genealogy on the new sign. Darren will be changing sign vendors.

He will also be coming in to discuss the Patron Services redesign. The trunk or treats went well. Director Foley will be attending the LIRA meeting.

Holiday Stroll planning continues. The volunteer sign-up sheet was passed around to the Trustees. Let us know if you want to help with the waiting line for Santa, the gift shop or the crafts. Our theme is peppermint this year. The Riversideopoly games should be here in time to sell at the stroll.

Unfinished Business

Outside Sign

Trustee Birmingham asked if we'd made any further decisions regarding replacing the Library's outside sign. The Trustees discussed many issues with replacing the current sign including:

- Do we need an outside sign?
- What cost is reasonable for a replacement?
- What material should be used for the sign?
- Should we include our hours on the sign?
- Do we need to coordinate with Preservation Commission?
- Are there any issues to consider regarding the Village's sign ordinance?

Trustee DeFauw stated that she felt it was important that we have an outside sign and that we should replace the current one. The Trustees agreed to discuss this further at an upcoming Board meeting.

New Business

2025 Library Board of Trustee Meetings

Nancy DeFauw moved, and Courtney Greve Hack seconded, that the Board approve the Library Board of Trustees meeting dates for 2025. The Board discussed cancelling or perhaps moving one of the summer meeting dates. This will be discussed further and a decision will be made in a few months.

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

Nays: None

Abstained: None

The motion passed.

2025 Library Board of Trustees Meetings Dates:

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

Per Capita Grant Application

Nancy DeFauw moved, and Jane Birmingham seconded, that the Board approve the Per Capita Grant application.

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

Nays: None

Abstained: None

The motion passed.

Special Use Event Application

Courtney Greve Hack moved, and Dan Loucks seconded, the approval of the special event use application to use the Library on December 21, 2024 for a wedding celebration.

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

Nays: None

Abstained: None

The motion passed.

Correspondence and FYIs

Both Director Foley and Trustee Circo shared that they had been contacted by Friends of the Library President Lindsay Morrison within the last week. They shared that the Friends were not willing to fund the staff holiday gifts this year as well as expressing several other concerns. Both were unaware of these concerns prior to the call. Friends also expressed they would like to have more information on how the money they donate is used.

Both Director Foley and Assistant Director Silva regularly attend the monthly Friends Board meetings. This has been their practice for many years. They routinely share the needs of the Library and how Friends can help. They verbally report back on the progress of the programs the Friends have funded. Per the Friends bylaws the Library Director is an ex-officio member of their Board.

President Circo recalled that the Board used to have a liaison position to the Friends Board. Former Trustee Jen Pacourek served in this role several years ago. He suggested the Board consider that role again. After a discussion, the Board members felt that wasn't necessary and stated that any communication should be handled between Director Foley and the Friends Board.

The Board discussed several options for addressing the Friends concerns and suggested that Director Foley respond in writing to the Friends Board. A few recommendations include having the Library request funding in writing and sharing a written report on how the funds were spent.

Recess to Executive Session

Courtney Greve Hack moved, and Jane Birmingham seconded, that the Board convene in Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1)) at 8:53 pm.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Return to Regular Session

The Board returned to Regular Session at 8:58 pm.

Upon the annual evaluation of the Library Director, Nancy DeFauw moved, and Courtney Greve Hack seconded, that the Board approve an increase to the Library Director's annual compensation of 3.60%, to take effect January 2025.

Roll call vote:

Ayes: Birmingham, DeFauw, Greve Hack, 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 8:59 pm.

President

Secretary

Riverside Public Library

CASH DISBURSEMENTS

NOVEMBER - 2024

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR NOVEMBER 2024 ACCOUNTS PAYABLE
AND NOVEMBER 2024 PAYROLL = \$196,008.06**

Including voided checks #24036 through #24041, #24033 and #24059

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 11/1/2024 Through 11/30/2024

Check Number	Check Date	Payee	Check Amount	Transaction Description
24021	11/5/2024	Coverall North America, Inc	1,948.00	Cleaning Services
24022	11/5/2024	Sharon Hoogstraten	100.00	Dancing for Our Tribe
24023	11/7/2024	Ingram Library Services	14.29	Various titles
24024	11/7/2024	Village of Riverside	300.00	Alarm 4th Qtr
24025	11/7/2024	Scholastic Inc	259.26	SRP Books
24026	11/11/2024	Marcia Lautanen-Raleigh	200.00	Merry Mocktails
24027	11/11/2024	Madison National Life	32.19	Group Life - November
24028	11/11/2024	Minuteman Press of Lyons	3,126.56	Winter Newsletter
24029	11/11/2024	North Suburban Employee Benefit Coc	270.00	PPO Dental - September
24030	11/11/2024	North Suburban Employee Benefit Coc	3,681.00	PPO Medical - September
24031	11/11/2024	Frederick Law Olmsted Society	250.00	Reaves/Sabatini Program
24032	11/11/2024	Village of Riverside	130.00	Legal Notice
24034	11/11/2024	Timothy S. Wilsey	180.00	JFK Assassination
24035	11/11/2024	Wright National Flood Insurance Comp	2,904.00	Flood Insurance
24042	11/21/2024	Madison National Life	32.19	Group Life - December 2024
24043	11/21/2024	Business Card	1,256.31	Credit Card Purchases - Durbin
24044	11/21/2024	North Suburban Employee Benefit Coc	270.00	PPO Dental - October 2024
24045	11/21/2024	North Suburban Employee Benefit Coc	3,681.00	PPO Medical - October 2024
24046	11/21/2024	Village of Riverside	5,563.62	November 2024 IMRF
24047	11/22/2024	EnvisionWare, Inc.	1,350.00	Self Checkout Installation
24048	11/22/2024	Unique Management Services, Inc.	118.20	October Placements
24049	11/26/2024	Blue Cross Blue Shield of Illinois	4,880.81	Medical December
24050	11/26/2024	Delta Dental of Illinois - Risk	76.55	Dental December
24051	11/26/2024	Delta Dental of Illinois- Vision	45.71	Vision December
24052	11/26/2024	KC Cleaning, Inc.	2,000.00	Janitorial Services
24053	11/26/2024	Jane Wilhelm	180.00	Accounting Services
1548	11/8/2024	Administration	8,022.52	Group: 01; Pay Date: 11/22/2024
1549	11/8/2024	Information Services	12,316.79	Group: 02; Pay Date: 11/22/2024
1550	11/8/2024	Children & Youth Services	8,461.07	Group: 03; Pay Date: 11/22/2024
1551	11/8/2024	Patron Services	<u>14,222.91</u>	Group: 04; Pay Date: 11/22/2024
			75,872.98	
	11/8/2024	EFTPS - Employer Portion	2,168.19	
	11/22/2024	EFTPS - Employer Portion	2,160.47	
ACH00042	11/30/2024	Comcast Cable	233.85	High Speed Internet
ACH00043	11/30/2024	Comcast Cable	467.53	Phone Bill
ACH00044	11/30/2024	Leaf	789.70	Copier Rental
ACH00045	11/30/2024	Bank of New York Mellon	<u>107,450.00</u>	General Obligation Bond Repay
Report Total			<u>189,142.72</u>	

The Riverside Public Library
Check/Voucher Register - A/P Checks
From 12/10/2024 Through 12/10/2024

Check Number	Check Date	Payee	Check Amount	Transaction Description
24054	12/10/2024	Amazon Capital Sevices	2,575.07	Amazon Purchases November 2024
24055	12/10/2024	Cintas Corporation LOC. 769	1,050.68	mats/cleaning supplies
24056	12/10/2024	Colley Elevator Co.	226.00	Elevator Inspection
24057	12/10/2024	Demco, Inc.	60.62	Book tape
24058	12/10/2024	Garvey's Office Products	92.70	paper and supplies
24060	12/10/2024	Ingram Library Services	2,005.33	Various Titles
24061	12/10/2024	Midwest Tape	854.94	Monthly Subscriptions - November
Report Total			6,865.34	

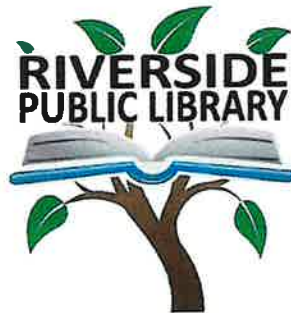
Riverside Public Library

FINANCIAL REPORTS

For 11 Months Ending

November 30, 2024

UNAUDITED



**Riverside Public Library
Cash Balances
As of 11/30/2024**

	Balance, <u>11/30/2024</u>
Consolidated Operating Funds:	
First American- Checking	44,952.71
First American- Payroll	<u>268.21</u>
Total First American accounts	45,220.92
Illinois Funds	
Tax/Reserve Fund	1,144,145.31
Capital Improvements Fund	48,481.80
Special Reserve Fund	13,497.78
Working Cash Fund	272,981.91
Library Bond Fund	<u>50,194.94</u>
Total Illinois Funds	1,529,301.74
Total Operating Funds Cash Balances	1,574,522.66
Gift & Endowment Funds:	
Library Gift Fund	131,809.06
Batko Endowment Fund	6,575.84
Lower Level Renovation Fund	56,654.58
General Endowment Fund	11,032.75
Darwin Fund	<u>17,983.85</u>
Total Gift & Endowment Funds	224,056.08
Total Funds	<u>1,798,578.74</u>

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 11/30/2024

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	1,144,186.71
1st American-Checking Account	35,202.13
1st American-Payroll Account	268.20
Riverside Bank savings account	0.01
Illinois Fund- Library Bond Fund	(42,292.80)
Property Tax Receivable	30,654.51
Due from Other Funds	1,335.57
Due from Gift Fund	243.37
Due from other groups	547.53
Due from Friends of the Library	419.88
Staff Receivables	(89.13)
Fixed Assets	2,100,381.00
Prepaid Expense	<u>2,904.00</u>
Total Assets	<u><u>3,273,760.98</u></u>
Liabilities	
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,047.81
IMRF Payable	(199.70)
Deferred Property Taxes	30,654.06
Accrued Payroll	18,548.84
Health Insurance Payable	(1,805.81)
Term Life Insurance Payable	(168.00)
Due to Other Funds	15,000.00
Due to Library Gift Fund	318.20
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	<u>2,100,381.00</u>
Total Liabilities	<u><u>2,164,617.83</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	880,322.53
Excess Revenues/(Expenditures)	<u>228,820.62</u>
Total Fund Balances	<u><u>1,109,143.15</u></u>
Total Liabilities & Fund Balances	<u><u>3,273,760.98</u></u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 11/1/2024 Through 11/30/2024

	Current Period Actual	Current Year Actual-11 mos.ending 11/30/2024	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>5,982.67</u>	<u>1,415,882.71</u>	<u>1,438,045.00</u>	<u>(22,162.29)</u>	<u>(1.54)%</u>
Total Property Taxes	5,982.67	1,446,028.26	1,438,045.00	7,983.26	0.56%
Inter Government Funds	2,413.96	38,107.10	25,000.00	13,107.10	52.43%
Interest	4,817.72	52,168.30	9,000.00	43,168.30	479.65%
Fees for Services	1,473.03	13,507.78	6,830.00	6,677.78	97.77%
Misc Revenue	<u>36.50</u>	<u>(7,657.49)</u>	<u>200.00</u>	<u>(7,857.49)</u>	<u>(3,928.74)%</u>
Total Revenues	<u>14,723.88</u>	<u>1,542,153.95</u>	<u>1,479,075.00</u>	<u>63,078.95</u>	<u>4.26%</u>
Total Revenue	<u>14,723.88</u>	<u>1,542,153.95</u>	<u>1,479,075.00</u>	<u>63,078.95</u>	<u>4.26%</u>
Expenditures					
Personnel Services	75,328.15	856,316.89	985,500.00	129,183.11	13.11%
Supplies	1,339.85	13,054.05	18,500.00	5,445.95	29.44%
Contractual Services	6,486.59	83,580.97	113,000.00	29,419.03	26.03%
Information Services	1,712.04	30,477.41	37,000.00	6,522.59	17.63%
Electronic Resources	1,141.19	50,468.16	67,600.00	17,131.84	25.34%
Children/Youth Services	362.72	7,581.93	12,650.00	5,068.07	40.06%
Marketing/Public Relations	3,952.53	18,561.97	25,500.00	6,938.03	27.21%
Administration	108,902.91	166,069.62	196,100.00	30,030.38	15.31%
Technology	<u>553.80</u>	<u>14,827.25</u>	<u>22,500.00</u>	<u>7,672.75</u>	<u>34.10%</u>
Total Expenditures	<u>199,779.78</u>	<u>1,240,938.25</u>	<u>1,478,350.00</u>	<u>237,411.75</u>	<u>16.06%</u>
Miscellaneous Expenses					
Misc Expenses	<u>0.00</u>	<u>72,271.01</u>	<u>0.00</u>	<u>(72,271.01)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>0.00</u>	<u>72,271.01</u>	<u>0.00</u>	<u>(72,271.01)</u>	<u>0.00%</u>
Total Expenditures	<u>199,779.78</u>	<u>1,313,209.26</u>	<u>1,478,350.00</u>	<u>165,140.74</u>	<u>11.17%</u>
Excess Revenues(Expenditures)	<u>(185,055.90)</u>	<u>228,944.69</u>	<u>725.00</u>	<u>228,219.69</u>	<u>-</u>

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 11/1/2024 Through 11/30/2024

	Current Period Actual	Current Year Actual 11 mos. ending 11/30/2024	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	5,982.67	1,415,882.71	1,438,045.00	(22,162.29)	(1.54)%
Total Property Taxes	<u>5,982.67</u>	<u>1,446,028.26</u>	<u>1,438,045.00</u>	<u>7,983.26</u>	<u>0.56%</u>
Inter Government Funds					
Per capita state grants	0.00	13,807.53	13,000.00	807.53	6.21%
Corporate Replacement Taxes	2,413.96	24,299.57	12,000.00	12,299.57	102.50%
Total Inter Government Funds	<u>2,413.96</u>	<u>38,107.10</u>	<u>25,000.00</u>	<u>13,107.10</u>	<u>52.43%</u>
Interest on Operating Funds					
Interest-Illinois Funds	4,817.72	52,088.47	9,000.00	43,088.47	478.76%
Interest- Riverside Bank	0.00	79.83	0.00	79.83	0.00%
Total Interest on Operating Funds	<u>4,817.72</u>	<u>52,168.30</u>	<u>9,000.00</u>	<u>43,168.30</u>	<u>479.65%</u>
Fees for Services					
Fines	235.78	2,582.95	500.00	2,082.95	416.59%
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	318.55	3,539.15	1,500.00	2,039.15	135.94%
Book & Video Sales	415.75	4,712.18	4,000.00	712.18	17.80%
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	399.95	1,224.44	50.00	1,174.44	2,348.88%
The SPOT revenue	3.00	140.00	215.00	(75.00)	(34.88)%
Meeting Room Charges	100.00	625.00	100.00	525.00	525.00%
Total Fees for Services	<u>1,473.03</u>	<u>13,507.78</u>	<u>6,830.00</u>	<u>6,677.78</u>	<u>97.77%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	12.50	(8,526.75)	200.00	(8,726.75)	(4,363.38)%
Liability Insurance Refund	0.00	715.56	0.00	715.56	0.00%
Donations	24.00	153.70	0.00	153.70	0.00%
Total Miscellaneous Revenue	<u>36.50</u>	<u>(7,657.49)</u>	<u>200.00</u>	<u>(7,857.49)</u>	<u>(3,928.74)%</u>
Total Revenues	<u>14,723.88</u>	<u>1,542,153.95</u>	<u>1,479,075.00</u>	<u>63,078.95</u>	<u>4.26%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 11/1/2024 Through 11/30/2024

	Current Period Actual	Current Year Actual- 11 mos.ending 11/30/2024	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	59,246.57	700,971.04	815,000.00	114,028.96	13.99%
Health & Life Insurance	8,383.05	62,885.51	64,000.00	1,114.49	1.74%
Employer's Portion - IMRF	3,346.06	40,154.94	45,000.00	4,845.06	10.77%
Employer's Portion - FICA	4,328.66	51,389.22	60,000.00	8,610.78	14.35%
Unemployment Comp Expense	23.81	916.18	1,500.00	583.82	38.92%
Total Personnel Services	<u>75,328.15</u>	<u>856,316.89</u>	<u>985,500.00</u>	<u>129,183.11</u>	<u>13.11%</u>
Supplies					
Office Supplies	183.29	1,609.46	3,000.00	1,390.54	46.35%
Library Supplies	199.83	3,473.27	3,500.00	26.73	0.76%
Building Maintenance Supplies	497.45	6,206.19	10,000.00	3,793.81	37.94%
Ink Cartridges	459.28	1,765.13	2,000.00	234.87	11.74%
Total Supplies	<u>1,339.85</u>	<u>13,054.05</u>	<u>18,500.00</u>	<u>5,445.95</u>	<u>29.44%</u>
Contractual Services					
Janitorial	3,948.00	21,480.00	30,000.00	8,520.00	28.40%
Water	0.00	2,343.00	4,000.00	1,657.00	41.42%
Gas	0.00	5,767.50	17,000.00	11,232.50	66.07%
Building Maintenance	998.00	24,765.47	30,000.00	5,234.53	17.45%
Small Equipment Maintenance	0.00	746.15	1,000.00	253.85	25.39%
Equipment Maintenance	526.00	17,717.56	12,000.00	(5,717.56)	(47.65)%
Furnishings & Equipment	224.89	2,125.39	8,000.00	5,874.61	73.43%
Copier Rental & Maintenance	789.70	8,635.90	11,000.00	2,364.10	21.49%
Total Contractual Services	<u>6,486.59</u>	<u>83,580.97</u>	<u>113,000.00</u>	<u>29,419.03</u>	<u>26.03%</u>
Electronic Resources					
On-line Data Bases	854.36	20,278.45	30,000.00	9,721.55	32.41%
SWAN Computer	0.00	24,355.00	30,000.00	5,645.00	18.82%
Internet Expense	233.85	2,572.35	3,100.00	527.65	17.02%
Patron Subscription services	52.98	3,262.36	4,500.00	1,237.64	27.50%
Total Electronic Resources	<u>1,141.19</u>	<u>50,468.16</u>	<u>67,600.00</u>	<u>17,131.84</u>	<u>25.34%</u>
Information Services					
Books	1,580.15	14,927.72	20,500.00	5,572.28	27.18%
Standing Order Books	261.62	3,940.40	4,000.00	59.60	1.49%
Periodicals	0.00	8,680.16	7,000.00	(1,680.16)	(24.00)%
Videos	150.82	1,690.03	4,000.00	2,309.97	57.75%
Audio Books	0.00	0.00	500.00	500.00	100.00%
Library of Things expenses	(416.74)	52.61	500.00	447.39	89.48%
The SPOT expenses	136.19	1,186.49	500.00	(686.49)	(137.30)%
Total Information Services	<u>1,712.04</u>	<u>30,477.41</u>	<u>37,000.00</u>	<u>6,522.59</u>	<u>17.63%</u>
Children/Youth Services					
CYS Juvenile Books	177.97	3,730.93	5,000.00	1,269.07	25.38%
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	21.22	1,317.72	2,000.00	682.28	34.11%
CYS Easy Books	114.80	1,755.61	3,000.00	1,244.39	41.48%
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	26.99	413.73	700.00	286.27	40.90%
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	21.74	149.17	400.00	250.83	62.71%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 11/1/2024 Through 11/30/2024

	Current Period Actual	Current Year Actual- 11 mos.ending 11/30/2024	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Total Children/Youth Services	362.72	7,581.93	12,650.00	5,068.07	40.06%
Marketing/Public Relations					
CYS Programming	95.97	539.86	1,500.00	960.14	64.01%
Adult Programming	730.00	4,944.96	6,000.00	1,055.04	17.58%
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	3,126.56	12,507.80	16,000.00	3,492.20	21.83%
Total Marketing/Public Relations	3,952.53	18,561.97	25,500.00	6,938.03	27.21%
Administration					
Shipping Charges	33.00	373.06	600.00	226.94	37.82%
Legal Services	0.00	925.50	5,000.00	4,074.50	81.49%
Credit Bureau	118.20	743.45	600.00	(143.45)	(23.91)%
Telephone	467.53	5,751.94	7,000.00	1,248.06	17.83%
Postage	27.82	670.63	700.00	29.37	4.20%
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	(32.55)	811.45	750.00	(61.45)	(8.19)%
Accounting Expenses	183.24	3,063.03	3,000.00	(63.03)	(2.10)%
Staff Development	23.65	1,613.38	4,000.00	2,386.62	59.67%
Bond repayment	107,450.00	119,900.00	119,900.00	0.00	0.00%
Credit Card/Bank Fees	26.65	355.07	900.00	544.93	60.55%
Miscellaneous Expense	332.87	1,890.41	8,000.00	6,109.59	76.37%
Board Expense	272.50	1,071.50	1,250.00	178.50	14.28%
Capital Expense	0.00	0.00	10,000.00	10,000.00	100.00%
Total Administration	108,902.91	166,069.62	196,100.00	30,030.38	15.31%
Technology					
Technology Supplies	93.81	712.70	1,000.00	287.30	28.73%
Computer Consultant	0.00	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	9.99	9,914.44	9,500.00	(414.44)	(4.36)%
Computer Software	450.00	1,668.00	2,000.00	332.00	16.60%
Total Technology	553.80	14,827.25	22,500.00	7,672.75	34.10%
Total Operating Expense	198,638.59	1,190,470.09	1,410,750.00	220,279.91	15.61%
Miscellaneous Expenses					
ILL Fee Expense	0.00	20.26	0.00	(20.26)	0.00%
Lost ILL Expense	0.00	(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	0.00	72,271.01	0.00	(72,271.01)	0.00%
Total Budgeted Expenses	199,779.78	1,313,209.26	1,478,350.00	165,140.74	11.17%

We celebrated Dino-ember with a bunch of dinosaur themed programs in the CYS department. We also got in the holiday spirit with our Blue Board Question: What is Your Favorite Family Tradition?

Highlights

Storytimes and Programs for Young Children—Anne, Bridget, Mandi and I presented storytimes this month. We also met to discuss changes to storytimes in the New Year. We will be going back to a ticket system, and offering back to back storytimes on Mondays and Fridays to accommodate more people in the small, personal setting that is best for younger children. I also shared RAILS online storytime training videos from Katie Clausen of Gail Borden Public Library with my staff. I watched them and found them to be very informative especially when covering the topic of how to deal with adults in storytime. We will also be moving Little Hands Playtime to Thursdays in the New Year.

We are always so thankful for our community partners, Stephanie Roldan of The Treehouse and Coach Adriana of Ninja Squad Gym. They presented such engaging and fun specialty storytimes.

After School Programs—As I mentioned, we had a lot of dinosaur themed programs this month, including dinosaur terrariums and a dinosaur STEAM program, both planned and presented by Francesca. She also planned some Cheez-It taste tests. The spicy Cheez-Its were not a hit with the grade schoolers. Pokemon Club was one of the biggest we’ve had this year and the kids had a great time.

Special Programs—Emma Lopez presented her fourth session of Codifica + Code. Francesca sat in on this one. Emma is always so prepared and does detailed presentations that really get the kids involved.

School’s Out Programs—D96 students were off for Election Day. In addition to Bridget’s Tummy Time program, Francesca did a Noodle Dinosaurs program from K-3rd grade and Nikki did a Pulled String Art program from 4th-8th grade. We also had a drawing to win one of six presidential rubber duckies.

The week of Thanksgiving was also a week off school. Anne planned and presented a Thanksgiving storytime. She also made a take home craft. We had a day where people could try out our learning kits. We had our annual Snoopy Thanksgiving, where participants watched A Charlie Brown Thanksgiving and ate the same meal Snoopy prepares: popcorn, toast, pretzels and jelly beans.

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.

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

CHILDREN & YOUTH SERVICES STATISTICS – November 2024	
Reference questions asked	<u>196</u>
Informational questions asked	<u>240</u>

CHILDREN & YOUTH SERVICES – November 2024 – Nora Durbin

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
11/1/2024	Yoga Storytime	9			12	
11/2/2024	Cheez-It Taste Test			4		
11/2/2024	Drop-in Craft					8
11/4/2024	Mini Storytime	20			20	
11/4/2024	Little Hands Playtime	20			17	
11/4/2024	D96 Early Learners Storytime 1	7			5	
11/4/2024	D96 Early Learners Storytime 2	24			8	
11/4/2024	D96 Early Learners Storytime 3	7			5	
11/4/2024	D96 Early Learners Storytime 4	30			8	
11/5/2024	Tummy Time	4			4	
11/5/2024	Noodle Dinosaurs		10		3	
11/5/2024	Pulled String Art		7			
11/6/2024	Building Blocks Storytime	8			1	
11/6/2024	RB Transitions			9	3	
11/7/2024	Building Blocks Storytime	7			1	
11/7/2024	Ninja Storytime	15			13	
11/7/2024	Pokemon Club		12		9	
11/7/2024	Codifica + Code		4			
11/8/2024	Mini Storytime	10			8	
11/8/2024	Cheez-It Taste Test		12			
11/11/2024	Mini Storytime	12			13	
11/11/2024	Little Hands Playtime	15			13	
11/12/2024	Dino Terrariums		3			
11/13/2024	Building Blocks at RPL	6			2	
11/13/2024	RB Transitions			9	3	
11/14/2024	RPC at RPL	27			4	
11/15/2024	Mini Storytime	8			8	
11/15/2024	Little Hands Playtime	19			11	
11/16/2024	Legopalooza	3	10		9	
11/18/2024	Mini Storytime	17			17	
11/18/2024	Little Hands Playtime	8			7	
11/18/2024	Hollywood CD LADSE Class		8		4	
11/19/2024	Storytime at RPC 1	10			2	
11/19/2024	Storytime at RPC 2	10			2	
11/19/2024	Storytime at RPC 3	10			2	
11/20/2024	Clay Day	5			3	
11/20/2024	RB Transitions			9	3	
11/21/2024	Ninja Storytime	9			8	
11/22/2024	Mini Storytime	10			12	
11/22/2024	Little Hands Playtime	16			13	

CHILDREN & YOUTH SERVICES – November 2024 – Nora Durbin

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
11/23/2024	Family Playtime	8			5	
11/25/2024	Thanksgiving Storytime	8	4		10	
11/25/2024	Thanksgiving Take Home Craft					24
11/26/2024	Learning Kit Exploration					4
11/27/2024	Snoopy Thanksgiving					17
11/1-11/30	Blue Board Question					150
Phone Charger Checkout	18					
Board Game Usage	88					
Nintendo Switch Usage	4					
Study Room Usage	23					
After School (14 days)	419					
Interactions with non-English speakers	1					

Patron and Computer Services

November 2024

Sharon Shroyer

Patron Services

I set up a new report that will email detailed patron information when long overdue material hits the one-year mark. When that happens, SWAN automatically deletes the material from the system and we have to update the information on the patron's record. It is working beautifully and I wish I had automated that process long ago.

We have a new item in our Library of Things. It is a handy recording device donated by the Library in honor of Janice being named Person of the Year. Unfortunately, it looks like our big projector for the movie theater package has reached its end of life and will need to be replaced.

Our attendance numbers continue to rise in 2024. There is a good chance that we may break 100K for the first time since before the pandemic in 2019. In addition, while our physical circulation is down just a bit by 2k for the year so far; our digital numbers are up by the same amount.

Computer Services

Both self-checkout stations are working well. The process that lets us add promotions of upcoming events was a bit tedious to figure out but I think it is working well now. I have added remote access software to those stations so that I can see when the changes go into effect since there is a 15-minute lag time. I also needed to take the DeepFreeze software off those stations due to problems with the display. I took the opportunity to update the new CYS station to Windows 11 since it was shipped with Windows 10.

The headphone jack on Lisa's computer has been an issue, so Lisa gave me her laptop to see what I could do. I updated and upgraded her computer to Windows 11, hoping that might help. Unfortunately, it did not, so I purchased a USB-C headphone adapter. That seems to be working although it is a bit sensitive.

The stars finally aligned and I was able to finish installing Ashley's new laptop. All seems to be well.

On Monday, November 25th, there was a lovely outage of Microsoft 365 software that affected our staff email. All seemed to be back to normal by Tuesday, with the exception of my email, which was not restored until late Tuesday night.

A wireless receiver was taken from the back of one of the new Teen computers downstairs. That was disappointing since we just put those nice wireless keyboards and mice downstairs. I hope that this will be an isolated incident.

November 2024 Information Services Update

Diane Silva

The SPOT

Jordan spent November starting a plan and vision for The Spot, working with Nikki to develop a 2025 program plan that includes expanded introductory programs to get more patrons using the technology. Jordan (with assistance from Janice and I) is eager to develop a comprehensive 3 – 5 year plan to guide the program's growth and evolution. This effort includes evaluating the current programming to identify areas for improvement, rethinking the definition and scope of "maker" activities to better align with community needs, and implementing strategies to enhance marketing and visibility to attract more participants and raise awareness about The Spot's resources and opportunities. We will be sure to keep the board informed as we move forward.

Writing

Gabe's "Book or Bust" program successfully laid the groundwork for our 2025 writing group. Although participation numbers were modest, the program uncovered a core group of engaged patrons eager to continue in the new year.

ILP with Chef Art Smith

A number of months ago I inadvertently volunteered myself to act as host for the virtual author talk with Chef Art Smith. I don't think I've been so nervous since making those fundraising videos for the lower level! Despite realizing five minutes before the program started that Chef Smith doesn't know how to use Zoom, it was a great success. I lived AND got to learn how to make biscuits.

Marketing

The Jan – Mar newsletter was sent to the printer and should be in mailboxes mid-December. Thanks to Brent for pulling it together and to all staff who assist with editing (me, Janice, Lisa, Mandi and Bridget).

Programming

The SPOT Appointments -12	Technology Appointments - 1
The Spot – Screenprinting (2 sessions) – 7	Book Discussion – 8
Hoogstraten Dancing for our Tribe w RAC – 16	Asahi (3 sessions) – 15
ILP – Art Smith – 4	Meditation (2 session) – 9
Cultivating Space w FLOS – 37	Genealogy Club - 8
Kennedy Assassination - 10	Knitting Club (2 sessions) – 6
Craft – Candle Holder – 12	<u>Passive</u>
Merry Mocktails – 12	Spice Kits – 50
Virtual Yoga (4 sessions) – 2	Seed Packets Take/Leave –1
Book or Bust (4 sessions) - 12	Various Passive – 100
Drop in Tech Help – 1	Board Game Borrowing - 6

Patron Interactions – We had 702 patron interactions this month. 0 interactions with ESL patrons.

Riverside Public Library
Miscellaneous Statistics - November 2024

	Nov-24	Nov-23	YTD 2024	YTD 2023
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Reference Statistics

Questions Asked - Adult	755	736	8651	7841
Questions Asked - Youth Services	336	465	4225	5885

**Internet Usage - Adult
- CYS**

Total Usage

	225	270	2769	3222
	184	143	2527	2015
	409	413	5296	5237

Holdings

Adult Titles Added	164	141	1915	1049
CYS Titles Added	54	58	803	854
Total Titles Added	218	199	2718	1903
Adult Titles Withdrawn	251	76	1802	1246
YS Titles Withdrawn	3	128	345	976
Total Titles Withdrawn	254	204	2147	2222

Total Holdings

	63794	63050
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Library Programs - Active

Children 0-5	27	22	293	220
Children 6-11	8	4	97	93
YA 12-18	1	2	42	20
Adults 19+	39	21	343	203
General Interest (Mixed)	7	7	84	57
Totals	82	56	859	593

Library Programs - Active Attendance

Children 0-5	329	214	3082	2065
Children 6-11	70	33	2003	2212
YA 12-18	4	7	394	336
Adults 19+	475	341	4627	4392
General Interest (Mixed)	309	482	7031	2702
Totals	1187	1077	17137	11707

Library Programs - Passive

Children 0-5	6	1	54	1
Children 6-11	1	1	10	9
YA 12-18	0	0	1	1
Adults 19+	2	3	34	27
General Interest (Mixed)	6	5	56	35
Totals	15	10	155	73

Library Programs - Passive Attendance

Children 0-5	152	9	1094	9
Children 6-11	22	9	102	190
YA 12-18	0	0	10	12
Adults 19+	51	58	800	696
General Interest (Mixed)	292	422	172	1878
Totals	517	498	2178	2785

**Community Programs
Attendance**

	14	16	127	124
	190	173	1174	1167

	Nov-24	Nov-23	YTD 2024	YTD 2023
New Library Cards Issued	65	59	591	569
Library Attendance	7766	6602	93363	84252
Notary Service	12	33	174	190
Checkouts	5168	4958	55508	58140
Renewals	3222	3230	37574	37747
Checkins	5712	6180	63636	62799
Total Circulation	14102	14368	156718	158686
Interlibrary Loans				
Loaned	895	927	10445	10613
Borrowed	1205	1051	12217	11952
Reciprocal Borrowing				
Loaned to Other Library Patrons	570	569	6378	5801
RPL Patrons Borrowing Elsewhere	1090	1213	13773	11741
Digital Resources				
Hoopla	371	404	4202	4112
Boundless	116	82	1413	1177
Libby (Digital Library of Illinois)	1645	1362	16455	14328
Flipster Downloads and Views	0	22	88	287
Web Site Total Hits	4172	3936	46007	46724
Wireless Statistics	891	282	13412	6114
Online Databases				
Ancestry.com				
Searches	1783	288	6043	6787
Returns	2349	1385	8931	13755
Encyclopaedia Britannica				
Sessions	16	46	222	339
Newsbank				
Searches	56	4	331	102
Consumers Reports				
Searces	7	11	77	63
Views	74	95	973	800

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

Academic Search Premiere Searches	0	20	108	461
Auto Repair Source Searches	0	0	0	0
Biography Reference Center Searches	0	3	32	27
Business Source Premier Searches	0	17	152	262
Consumer Health Complete Searches	0	0	15	124
History Reference Center Searches	6	3	46	42
Legal Information Ref. Center Searches	1	0	11	0
Literary Reference Center Searches	23	23	293	417
Masterfile Searches	27	84	364	441
Middle Search Plus Search	5	0	26	48
Newspaper Search Plus Search	24	10	163	156
Novelist Searches	1	25	16	82
Points of View Ref. Center Searches	31	25	260	330
Primary Search Searches	0	0	1	13
Science Reference Center Searches	3	0	53	44
Small Business Center Searches	0	0	19	12

Additional Statistics

Newspaper Archives Searches	18	8	251	144
Museum Passes Issued	10	13	145	153
Library of Things Equipment	66	43	732	637
Kits	17	12	285	158
Spot Collection Use	12	4	117	53

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

Administration

The Per Capita Grant paperwork was submitted to the State Library on November 13. The Per Capita payments are usually received in the spring of the next year. We have consistently been receiving around \$13,000 every year. When reporting the expenditure of these funds, we acknowledge the money was spent to buy materials (books, movies, kits, etc.) for use by our patrons. For the past two years, we have also had to verify that the Library supports the ALA statement on Freedom to Read as this is now a requirement to receive any grants by the State Library.

Diane and I met with Darren Schretter from Studio GC to discuss the Patron Services renovation. With a grant from the State virtually impossible to receive for these types of projects, we wanted him to envision a revised plan with some streamlining of "wants". Emphasis on appropriate and adequate storage for Library of Things and other patron materials, as well as a flexible workspace area for staff was requested. With the availability of storage in the Staff Room, we feel that some of the supply storage can be removed to allow for a more open workroom, which can accommodate the myriad of jobs the department does. Darren will get back to us with an updated plan and budget.

I attended the Libraries of Illinois Risk Agency (LIRA) meeting on November 14. We had been prepared for a possible 18% increase in insurance rates, but the Gallagher team was able to get the group an impressive 8% increase from last year. In addition to general liability, the package also includes cyber liability, crisis services, property damage and worker's compensation. What started out as a group of 14 member libraries eleven years ago (of which we were one), LIRA now has almost 70 members!

After clarification from our attorney about staff holiday gifts, we can no longer give out gift cards without having the employees taxed on them. We can, however, purchase gifts to give to them, so that is what we are doing. I have requested a list of three possible choices within a certain price range and am ordering them. The base rate is \$30. Those employees with over five-years of service, receive an additional \$5 for every 5 years of service. This year we have two 35 year and two 30 year anniversaries and one 10 year.

End of the year means evaluation time! I have completed all of the evaluations I do and will be talking with the appropriate staff about them. Once we have clarification about the sick/vacation changes, I will be writing the compensation letters for all staff.

Friends of the Library

The Friends met on November 19. Diane and I presented a written recap of expenditures from FOL Donations as well as a Wish List of potential donation funding. The Friends presented a five-year synopsis of revenue/expenditures/donations. After discussion by the Friends, they approved a donation of \$15,000 to be used towards the Patron Services

renovation. They are also very interested in funding the purchase of the outdoor sign. The annual Friends appreciation dinner will be held at Village Pub in lieu of their December meeting.

Outreach

We are all set for the Holiday Stroll which will take place on December 6. I will be using my Chicago roots (folding chair) to reserve a space for Santa's "sleigh" in the Village's side lot at 4:30 pm once the Village staff leaves.

The Chamber held their November 21 meeting at the Library. Elections were held and for a final year, I will again be secretary. I wanted to help while they got back on their feet, but think it will be time for a new person soon.

Ongoing

Genealogy Club met on November 26. It really is a great bunch of people who like to get together and help each other by sharing ideas and talents. We have such fun on these nights.

Buildings and Grounds

We have committed with Bullseye for another year of snow removal. We needed them the Tuesday before Thanksgiving.

Lawncare has ceased for the season. Monthly elevator maintenance was performed.

I had to change two toilet seats in the women's restroom.

Hard to believe it is December already. It has been a wonderful year at the Library and I want to thank you all for helping the Library run so well. Wishing you and your families a very Happy Holiday.



**Library Board
Memorandum**

To: Board of Trustees
From: Janice Foley, Library Director
Date: 12/02/2024
Re: Benefit Changes

Back in the early 2000's the Library was in a tight financial state. At that time, the Board approved cutting the number of sick time full-time employees receive from 12 days a year to 6. It has been that same reduced number for 20 years. Looking at other libraries' benefits, 12 is the minimum number of days given as a sick benefit. I would like to request that the Board approve the return to 12 days for full-time employees.

Our Vacation benefits have been the same for over the past 30 years. Again, I looked at other libraries' vacation totals and ours seem to be very low. Currently, these are our Vacation benefits for full-time employees.

CURRENT VACATION BENEFITS	
Period of Service	Vacation Benefit
First partial fiscal year of employment (i.e. from date of hire through Dec 31)	10 days
First full year of employment (i.e. Jan 1 following date of hire through next Dec 31) through fourth fiscal year of employment	10 days
Fifth full fiscal year of employment through the eleventh full fiscal year of employment	15 days
Twelfth full fiscal year of employment and each successive full fiscal year of employment	20 days
PROPOSED VACATION BENEFITS	
Pay Levels 1, 2 and 3	
Period of Service	
1 - 3 years	10 days
4 - 5 years	15 days
6 years	20 days
Pay Level 4 and Library Director	
Period of Service	
1 - 2 years	15 days
3 - 4 years	20 days
5 years	25 days

Thank you for your consideration of these changes for one of the Library's most valuable resource – our staff.



Library Board Memorandum

To: Board of Trustees

From: Diane Silva, Assistant Director

Date: 11/25/2024

Re: Approval of 2025 Contract with FLOS to co-sponsor 2025 programming

Please see, for your approval, the attached proposed 2025 Co-Sponsorship Agreement with FLOS. Historically, we have been operating on a program-by-program basis, which has made budgeting and planning challenging. This new agreement aims to streamline the co-sponsorship process, clarify our annual budget expectations, and simplify the payment process for both parties.

The proposed agreement outlines our commitment to hosting up to six programs, with a maximum budget allocation of \$125 per program. The document also better outlines legal responsibilities with regard to IDES requirements, specifies certain limitations, and grants RPL the rights to approve or deny prospective programs.

We believe this formalized approach will strengthen our collaboration with FLOS and ensure a smoother, more efficient process moving forward.

2025 Co-Sponsorship Agreement

This Agreement is made this ___ day of _____, _____, by and between the **Frederick Law Olmsted Society of Riverside** (hereafter "FLOS") and the **Riverside Public Library** (hereafter "RPL").

1. Scope of Agreement

RPL agrees to provide services and facilities for the hosting of up to six (6) events, as scheduled jointly by FLOS and RPL, during the year 2025.

2. Payment Terms

- The maximum cost per event shall not exceed \$125.
- Payments will be made directly to FLOS upon submission of the required program contract.
- FLOS will be responsible for making all payments to program presenters.
- RPL cannot make payment or provides funds to be transferred to any individual or organization that is already compensated through tax-collected funds.
- FLOS acknowledges and agrees to ensure that program presenters and associated vendors engaged for events under the Agreement are not already receiving compensation from tax-collected funds.

3. Program Contracts

- For each scheduled event, FLOS shall submit a program contract detailing the specifics of the program, including the presenter(s), event date, and any additional logistical requirements.
- FLOS must provide a current W-9 form
- FLOS is responsible for all IDES and other legal reporting requirements for program presenters.
- If requested FLOS must provide a Certificate of Liability Insurance with Riverside Public Library, 1 Burling Road, Riverside, IL 60546 listed as the certificate holder.

4. Terms and Conditions

This Agreement is subject to the all terms and conditions herein set forth, including entitled "Additional Terms and Conditions" included in the specific Program Contract.

- FLOS is an independent contractor and is not an employee of RPL.
- FLOS agrees to present/schedule programming that is information and/or entertaining in nature. Business cards or brochures may be made available before and/or after any presentation. Programs cannot be used to promote or sell any private business, product, or service without prior authorization from Library staff.
- RPL and FLOS must mutually agree on program content and schedule. RPL reserves the right to refuse programs.
- RPL cannot make payment or provide funds to be transferred to any individual or organization that is already paid via tax-collected funds.

- Commencement time(s) of the programs shall be strictly adhered to by both parties.
- RPL reserves the right to make in-house announcements and/or sponsorship announcements prior to and/or following the program.
- When scheduling, FLOS shall provide RPL with a signed program contract including background, biographical materials, electronic performance samples, reproducible or electronic photograph(s), and other relevant marketing information as appropriate. RPL reserves the right to edit program descriptions as needed.
- RPL may use the FLOS logo in advertising and publicizing scheduled programs.
- RPL is not responsible for creating or providing handouts as part of a contracted program.
- FLOS will inform RPL as soon as possible if it becomes necessary to replace essential personnel for the program and RPL reserves the right to cancel under such circumstances.
- If FLOS cancels a program, a full refund of any deposit will be mailed to RPL within one week from the date of the scheduled program. If possible, RPL will try to work with FLOS to reschedule the program.
- FLOS must notify RPL of program cancellation as soon as possible.
- Payment in full will be issued via check on the day of the program (if in person), or mailed after the program has taken place (if virtual). No payment will be made in advance.
- FLOS participates at their own risk.
- FLOS assumes all risk of damage or loss to their merchandise, personal property, and personal effects.
- FLOS releases and discharges RPL and its Trustees, Officers, Employees, or Agents from any and all claims, causes of action, losses, or other damage resulting from, arising out of, or relating in any way to any scheduled program.
- FLOS shall indemnify RPL and its Trustees, Officers, Employees, or Agents and save them harmless from losses, damages, or claims in connection with any scheduled program.
- Any legal action or arbitration arising from the Agreement shall be held in the County of Cook, State of Illinois.

RPL and FLOS are in agreement with the terms above.

Signature of RPL: _____ Date: _____

Signature of FLOS: _____ Date: _____

