

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, October 14, 2025 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 Regular Meeting Minutes of September 9, 2025 – Action Item**
- VI. Review of September Bills—Action Item**
- VII. Review of September Financial Statements—Action Item**
- VIII. Committee Reports**
 - A. Finance – Nancy DeFauw**
 - B. Building & Grounds – Ken Circo and Tracy Bohrer**
 - C. Policy & Bylaws – Dan Loucks**
 - D. Technology – Mickey Novak**
 - E. Communications and Marketing – Courtney Greve Hack and Amy Bilow**
- IX. Staff Reports—August**
 - A. Youth and Teen Services Manager—Nora Durbin**
 - B. Circulation Services & Computer Services Manager—Sharon Shroyer**
 - C. Information Services—Diane Silva**
 - D. Monthly Statistics**
- X. Director’s Report—Janice Foley**
- XI. Unfinished Business**
 - A. 2025 Tax Levy – Action Item**
 - B. 2026 Operating Budget – Action Item**
- XII. New Business**
 - A. Special Event Use Application – 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
September 9, 2025**

Held Tuesday, September 9, 2025 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; Daniel Loucks, Secretary; Nancy DeFauw, Treasurer; Tracy Bohrer, Trustee and Mickey Novak, Trustee.

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

Called to order at 7:30 pm by President Ken Circo.

Review of Regular Meeting Minutes

Courtney Greve Hack moved, and Nancy DeFauw seconded, that the Board approve the minutes of the August 12, 2025 regular meeting.

Ayes: Bohrer, DeFauw, Greve Hack, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Review of Current Bills - August

Courtney Greve Hack moved, and Dan Loucks seconded, that the Board approve accounts payable check numbers 242373 through 24400, including voided check numbers 24369, 24370, 24371 and 24372, and the payment of payroll checks for department numbers 01 through 04, which includes payroll through August 23, 2025, in the total amount of \$105,007.28.

Roll Call Vote:

Ayes: Bohrer, DeFauw, Greve Hack, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements - August

Courtney Greve Hack moved, and Nancy DeFauw seconded, that the Board approve the financial statements for August 31, 2025, subject to audit.

Roll Call Vote:

Ayes: Bohrer, DeFauw, Greve Hack, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Committee Reports

Building and Grounds

The new exterior sign has been corrected and is outside once again. It looks good. The masonry project will begin the end of September.

The committee meet with Charlie Pipal, chair of the Village's Historic Preservation Commission, to address the possible renovations to the handicap ramp, which would

hopefully be 50% funded by a grant from the State. There are many challenges with any revisions to the ramp: the position of the nearby transformers, the adjacent parking lot, the existing masonry wall, and a "mystery" box which is attached to the building. We need to look into this further. The gutter over the door at the top of the ramp should be adjusted as well. Potential project architects have been contacted.

Exterior lighting at the rear of the building needs to be addressed. The lights no longer work. The wiring likely needs to be replaced. Director Foley will reach out to the vendor. The brightness of the lights will have to be addressed with the Village.

We also received a request from a patron to install contrasting stripes as a visual cue on the main entry exterior steps. We're looking into this further.

Policy and Bylaws Employee Handbook

Dan Loucks moved, and Nancy DeFauw seconded, that the Board approve the Employee Handbook with the discussed edits.

Ayes: Bohrer, DeFauw, Greve Hack, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

The Board discussed the language in Section 2 regarding the IRCA Act, prize eligibility for Library employees and Board members, employee reimbursement for jury duty, and employee conduct outside of the work setting.

Conflict of Interest Policy

Dan Loucks moved, and Courtney Greve Hack seconded, that the Board approve the Conflict of Interest Policy.

Ayes: Bohrer, DeFauw, Greve Hack, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Gift Ban Policy

Dan Loucks moved, and Courtney Greve Hack seconded, that the Board approve the Gift Ban Policy with the added text of "item not to exceed \$75" in the eighth bullet of the Exceptions section.

Ayes: Bohrer, DeFauw, Greve Hack, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Technology

Trustee Novak stated the committee will meet next in October.

Communications and Marketing

Trustee Greve Hack suggested that we should contact the Landmark to promote the new sign. She also mentioned that she sent the permit fee letter to Director Foley several weeks ago. She will send it again.

Staff Reports

Assistant Director Silva shared the details of the new SPOT punch cards with the Board. We will be promoting them on social media soon. The cards are not digital. We will be storing them at the Circulation Desk. This led to a short discussion of digital payment at

the Library. Trustee Novak shared that this topic is on the Technology Committee agenda for their next meeting.

Director's Report

Director Foley mentioned the grant for ADA accessibility projects. We're still waiting to hear back from the liability insurer on next year's premium increase. Our employee health insurance premiums have all increased. The Farmer's Market continues to go well.

We participated in the Township's Wellness Fair that was held in North Riverside. They seem to appreciate our efforts, as we appreciate theirs. They have funded several requests from us in recent years.

Harvest Bingo is scheduled for October 18. Tickets are now sold out. We sold 135 tickets.

The Organizational Fair was a success. We had 52 attendees. The organizations that participated were very appreciative. We're planning to do this again next year. Assistant Director Silva talked to Trent from the Landmark regarding the article they are working on for the paper.

Director Foley reported that Village Manager, Jessica Francis, thanked the Library at the last Village Board meeting for all that we've done.

Unfinished Business

2025 Tax Levy

Courtney Greve Hack moved, and Tracy Bohrer seconded, that the Board approve the updated 2025 Tax Levy.

Roll Call Vote:

Ayes: Bohrer, DeFauw, Greve Hack, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

2026 Operating Budget

Nancy DeFauw moved, and Mickey Novak seconded, that the Board approve the updated 2026 Operating Budget.

Roll Call Vote:

Ayes: Bohrer, DeFauw, Greve Hack, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

New Business

2026 Holiday Closings

Courtney Greve Hack moved, and Dan Loucks seconded, that the Board approve 2026 Holiday Closings.

Roll Call Vote:

Ayes: Bohrer, DeFauw, Greve Hack, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Correspondence and Announcements

Ed Lyons, former Library Trustee who was instrumental in completing the Lower Level renovation project, passed away recently. 3

Recess to Executive Session

Courtney Greve Hack moved, and Tracy Bohrer seconded, that the Board convene in Executive Session to discuss two confidential employee matters at 8: 24 pm.

Roll Call Vote:

Ayes: Bohrer, DeFauw, Greve Hack, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Return to Regular Session

Courtney Greve Hack moved, and Tracy Bohrer seconded, that the Board return to Regular Session at 8:45 pm.

Adjournment

Upon motion by Nancy DeFauw, seconded by Mickey Novak, and passed unanimously, the meeting was adjourned at 8:46 pm.

President

Secretary

Riverside Public Library

CASH DISBURSEMENTS

SEPTEMBER - 2025

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR SEPTEMBER 2025 ACCOUNTS PAYABLE
AND SEPTEMBER 2025 PAYROLL = \$89,827.22**

Including voided checks: #24433

**Riverside Public Library
Cash Balances
As of 9/30/2025**

| | Balance, <u>8/31/2025</u> |
|--------------------------------------|--------------------------------------|
| Consolidated Operating Funds: | |
| First American- Checking | 93,753.48 |
| First American- Payroll | <u>268.21</u> |
| Total First American accounts | 94,021.69 |
| | |
| Illinois Funds | |
| Tax/Reserve Fund | 861,580.94 |
| Capital Improvements Fund | 50,304.61 |
| Special Reserve Fund | 97,866.99 |
| Working Cash Fund | 273,423.35 |
| Library Bond Fund | <u>39,245.86</u> |
| Total Illinois Funds | 1,322,421.75 |
| | |
| Total Operating Funds Cash Balances | 1,416,443.44 |
| | |
| Gift & Endowment Funds: | |
| Library Gift Fund | 139,538.25 |
| Batko Endowment Fund | 6,822.99 |
| Lower Level Renovation Fund | 58,627.80 |
| General Endowment Fund | 11,447.58 |
| Darwin Fund | <u>18,659.97</u> |
| | |
| Total Gift & Endowment Funds | 235,096.59 |
| | |
| Total Funds | <u>1,651,540.03</u> |

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 9/1/2025 Through 9/30/2025

| Check Numbr | Check Date | Payee | Check Amount | Transaction Description |
|--------------|------------|---------------------------------------|------------------|--|
| 24401 | 9/4/2025 | Chicago Sun Times, Inc. | 733.20 | 52 Week Subscription |
| 24402 | 9/4/2025 | Delta Dental of Illinois - Risk | 47.87 | Dental - September |
| 24403 | 9/4/2025 | Delta Dental of Illinois- Vision | 45.71 | Vision - September |
| 24404 | 9/4/2025 | Midwest Tape | 854.69 | Digital Subscriptions - August |
| 24405 | 9/4/2025 | Riverside Township Lions Club | 280.00 | Person of the Year Tickets |
| 24406 | 9/4/2025 | Unique Management Services, Inc. | 29.55 | July Placements |
| 24407 | 9/9/2025 | Mark Sikora | 240.00 | Glass Panels - August |
| 24408 | 9/11/2025 | North Suburban Employee Benefit Coc | 324.00 | Dental - August |
| 24409 | 9/11/2025 | North Suburban Employee Benefit Coc | 3,924.84 | Medicial - August |
| 24410 | 9/15/2025 | Abila | 197.89 | Accounting Software |
| 24411 | 9/15/2025 | Ingram Library Services | 1,097.17 | Various Titles |
| 24412 | 9/15/2025 | Thomas Kens | 225.00 | Staying Positive Today - Program |
| 24413 | 9/15/2025 | Riverside Brookfield High School | 50.00 | 2024-2025 RBHS Yearbook |
| 24414 | 9/23/2025 | Delta Dental of Illinois - Risk | 47.87 | HMO Dental - July |
| 24415 | 9/23/2025 | Delta Dental of Illinois- Vision | 45.71 | HMO Vision - July |
| 24416 | 9/23/2025 | Alarm Detection Systems, Inc. | 1,182.72 | Quarterly Charges Oct-Dec |
| 24417 | 9/23/2025 | Blue Cross Blue Shield of Illinois | 5,329.83 | Medical - October |
| 24418 | 9/23/2025 | GT Mechanical Projects & Design, Inc. | 258.75 | Condenser Coil Cleaning |
| 24419 | 9/23/2025 | Heitkotter, Inc. | 3,585.00 | Install Acoustic Panels and Acrylic Sign |
| 24420 | 9/23/2025 | Klein, Thorpe & Jenkins, Ltd. | 465.50 | Legal Services |
| 24421 | 9/23/2025 | Lofton Landscaping Company | 295.00 | Landscaping |
| 24422 | 9/23/2025 | Business Card | 2,224.77 | Credit Card Purchases |
| 24423 | 9/23/2025 | Unique Management Services, Inc. | 78.80 | August Placements |
| 24424 | 9/24/2025 | Chicagold Sign Co. | 1,200.00 | Library Swing Sign - Final |
| 24425 | 9/24/2025 | Cynthia Clampitt | 210.00 | Destination Heartland - Program |
| 24426 | 9/24/2025 | KC Cleaning, Inc. | 2,000.00 | Janitorial Services |
| 24427 | 9/24/2025 | Village of Riverside | 5,947.65 | September 2025 IMRF |
| 24428 | 9/29/2025 | Garvey's Office Products | 49.50 | Copy Paper |
| 24429 | 9/29/2025 | Madison National Life | 65.94 | Life Insurance - October 2025 |
| 24430 | 9/29/2025 | NICOR Gas | 205.84 | Gas Bill |
| 1637 | 9/12/2025 | Administration | 8,350.93 | Group: 01 |
| 1638 | 9/12/2025 | Information Services | 14,256.82 | Group: 02 |
| 1639 | 9/12/2025 | Children & Youth Services | 9,393.82 | Group: 03 |
| 1640 | 9/12/2025 | Patron Services | <u>13,866.36</u> | Group: 04 |
| | | | 77,110.73 | |
| | 9/12/2025 | EFTPS - Employer Portion | 2,157.94 | |
| | 9/26/2025 | EFTPS - Employer Portion | 2,444.22 | |
| ACH00077 | 9/30/2025 | Leaf | 816.96 | Copier Rental |
| ACH00078 | 9/30/2025 | Comcast Cable | 238.79 | High Speed Internet |
| ACH00079 | 9/30/2025 | Comcast Cable | <u>485.46</u> | Phone Bill |
| Report Total | | | <u>83,254.10</u> | |

The Riverside Public Library
Check/Voucher Register - A/P Checks
From 10/14/2025 Through 10/14/2025

| <u>Check Number</u> | <u>Check Date</u> | <u>Payee</u> | <u>Check Amount</u> | <u>Transaction Description</u> |
|---------------------|-------------------|-------------------------------|---------------------|--------------------------------|
| 24431 | 10/14/2025 | Amazon Capital Sevices | 748.80 | Amazon Purchases |
| 24432 | 10/14/2025 | Cintas Corporation LOC. 769 | 1,066.73 | Mats/Cleaning Supplies |
| 24434 | 10/14/2025 | Ingram Library Services | 1,980.80 | Various Titles |
| 24435 | 10/14/2025 | Klein, Thorpe & Jenkins, Ltd. | 171.50 | Legal Services |
| 24436 | 10/14/2025 | Rivistas, LLC | <u>2,605.29</u> | Magazine Subscriptions |
| Report Total | | | <u>6,573.12</u> | |

Amazon Charges Summary
09/01/25 - 9/30/25

| | |
|---------------|-------------------------|
| 35.42 | Due from FOL |
| 86.47 | Office Supplies |
| 9.37 | Library Supplies |
| 39.48 | CYS Supplies |
| 50.89 | Books - Fiction |
| 15.40 | Books - Non-fiction |
| 232.87 | Movies - Fiction |
| 34.99 | Summer Reading Supplies |
| 27.29 | Gift Fund |
| 48.27 | Adult Programming |
| 6.99 | YTS Programs |
| 20.99 | YTS DVDs |
| 48.50 | Misc |
| 26.88 | Tech Supplies |
| 64.99 | Board Expense |
| 748.80 | Total |

Riverside Public Library
List of credit card charges
Check dated 9/23/2025

| | | |
|-----------------|------------------|------------------------------|
| 9.99 | Cricut | Monthly Subscription |
| 24.99 | Netflix | Monthly Subscription |
| 29.99 | Hulu | Monthly Subscription |
| 26.21 | USPS | Postage |
| 1,320.00 | Mobile Beacon | Internet Service |
| 38.94 | GoDaddy | Internet Security |
| 100.00 | La Barra | SRP Gift Cards |
| 100.00 | Quick Gifts | The Chew Chew SRP Gift Cards |
| 100.00 | Riverside Foods | SRP Gift Cards |
| 34.65 | Morton Arboretum | SRP Gift Cards/Shipping |
| 440.00 | Chicago Tribune | Subscription |
| <u>2,224.77</u> | | |

SRP = Summer Reading Program

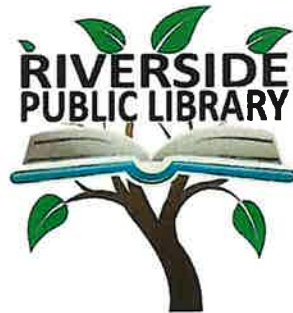
Riverside Public Library

FINANCIAL REPORTS

For 9 Months Ending

September 30, 2025

UNAUDITED



The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 9/30/2025

| | Current Period Balance |
|--|-----------------------------------|
| Assets | |
| Illinois Fund-Operating Fund | 861,580.93 |
| Ill Fund Prime-Special Reserve Fund | (0.01) |
| 1st American-Checking Account | 80,358.22 |
| 1st American-Payroll Account | 268.20 |
| Riverside Bank savings account | 0.01 |
| Illinois Fund- Library Bond Fund | (42,292.80) |
| Property Tax Receivable | (760,590.23) |
| Due from Other Funds | 4,921.78 |
| Due from Gift Fund | 334.65 |
| Due from other groups | 520.19 |
| Due from Friends of the Library | 441.17 |
| Staff Receivables | (16.54) |
| Fixed Assets | <u>2,100,381.00</u> |
| Total Assets | <u><u>2,245,906.57</u></u> |
| Liabilities | |
| Accounts Payable | 6,666.70 |
| Federal W/H & FICA Payable | (60.37) |
| State W/H Payable | (0.20) |
| State Unemployment Payable | 1,133.51 |
| IMRF Payable | (301.82) |
| Deferred Property Taxes | (760,590.68) |
| Accrued Payroll | 18,548.84 |
| Health Insurance Payable | (4,239.54) |
| Term Life Insurance Payable | (136.00) |
| Due to Other Funds | 140.00 |
| Due to Library Gift Fund | 330.00 |
| Due to Friends of the Library | 166.00 |
| Due to Olmsted Society | 20.00 |
| Due to Historical Society | 716.50 |
| Due to Preservation Commission | 3.00 |
| Investment in Fixed Assets | <u>2,100,381.00</u> |
| Total Liabilities | <u><u>1,362,776.94</u></u> |
| Fund Balances | |
| Beginning Fund Balances | |
| Assigned for Operations | 1,030,218.33 |
| 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>1,032,176.50</u> |
| Excess Revenues/(Expenditures) | <u>(149,046.87)</u> |
| Total Fund Balances | <u><u>883,129.63</u></u> |
| Total Liabilities & Fund Balances | <u><u>2,245,906.57</u></u> |

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 9/1/2025 Through 9/30/2025

| | Current Period Actual | Current Year Actual 9 mos. ending 9/30/2025 | Annual Operating Budget | Variance - Over/(Under) Annual Budget | Percent of Total Remaining to be Collected |
|--|--------------------------|--|-------------------------------|---|---|
| Property Taxes | | | | | |
| 2023 Property Tax revenue | 407.57 | 632,380.70 | 0.00 | 632,380.70 | 0.00% |
| 2024 Property Tax Revenue | 0.00 | 44,132.87 | 1,369,986.00 | (1,325,853.13) | (96.78)% |
| Lower Level Bond revenue | 0.00 | 107,450.00 | 123,000.00 | (15,550.00) | (12.64)% |
| Total Property Taxes | <u>407.57</u> | <u>783,963.57</u> | <u>1,492,986.00</u> | <u>(709,022.43)</u> | <u>(47.49)%</u> |
| Inter Government Funds | | | | | |
| Per capita state grants | 0.00 | 13,714.55 | 13,000.00 | 714.55 | 5.50% |
| Corporate Replacement Taxes | 371.34 | 21,244.80 | 14,000.00 | 7,244.80 | 51.75% |
| Total Inter Government Funds | <u>371.34</u> | <u>34,959.35</u> | <u>27,000.00</u> | <u>7,959.35</u> | <u>29.48%</u> |
| Interest on Operating Funds | | | | | |
| Interest-Illinois Funds | 3,276.71 | 37,055.18 | 11,000.00 | 26,055.18 | 236.87% |
| Total Interest on Operating Funds | <u>3,276.71</u> | <u>37,055.18</u> | <u>11,000.00</u> | <u>26,055.18</u> | <u>236.87%</u> |
| Fees for Services | | | | | |
| Fines | 311.90 | 2,058.96 | 700.00 | 1,358.96 | 194.14% |
| Fax Fees | 0.00 | 3.00 | 0.00 | 3.00 | 0.00% |
| SPOT revenue/"internet fees" | 0.00 | 0.00 | 200.00 | (200.00) | (100.00)% |
| Printing Fees | 364.55 | 3,272.16 | 1,500.00 | 1,772.16 | 118.14% |
| Book & Video Sales | 453.50 | 3,392.05 | 3,600.00 | (207.95) | (5.78)% |
| Adult Replacement Fees | 84.68 | 470.00 | 100.00 | 370.00 | 370.00% |
| CYS Replacement Fees | 35.00 | 269.00 | 100.00 | 169.00 | 169.00% |
| ILL Fees | 0.00 | 35.00 | 50.00 | (15.00) | (30.00)% |
| Lost Book Credit | 35.00 | 198.99 | 100.00 | 98.99 | 98.99% |
| The SPOT revenue | 16.00 | 72.40 | 0.00 | 72.40 | 0.00% |
| Meeting Room Charges | 0.00 | 75.00 | 200.00 | (125.00) | (62.50)% |
| Total Fees for Services | <u>1,300.63</u> | <u>9,846.56</u> | <u>6,550.00</u> | <u>3,296.56</u> | <u>50.33%</u> |
| Miscellaneous Revenue | | | | | |
| Miscellaneous Revenue | 46.50 | (8,183.15) | 200.00 | (8,383.15) | (4,191.57)% |
| Donations | 8.50 | 107.10 | 0.00 | 107.10 | 0.00% |
| Total Miscellaneous Revenue | <u>55.00</u> | <u>(8,076.05)</u> | <u>200.00</u> | <u>(8,276.05)</u> | <u>(4,138.02)%</u> |
| Total Revenues | <u>5,411.25</u> | <u>857,748.61</u> | <u>1,537,736.00</u> | <u>(679,987.39)</u> | <u>(44.22)%</u> |

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 9/1/2025 Through 9/30/2025

| | Current Period Actual | Current Year Actual-9 mos.ending 9/30/2025 | Total Budget | Total Budget Variance | Percent Total Budget Remaining |
|--------------------------------------|--------------------------|---|---------------------|--------------------------|--------------------------------------|
| Revenues | | | | | |
| Property Taxes | | | | | |
| 2023 Property Tax revenue | 407.57 | 632,380.70 | 0.00 | 632,380.70 | 0.00% |
| 2024 Property Tax Revenue | 0.00 | 44,132.87 | 1,369,986.00 | (1,325,853.13) | (96.78)% |
| Lower Level Bond revenue | 0.00 | 107,450.00 | 123,000.00 | (15,550.00) | (12.64)% |
| Total Property Taxes | 407.57 | 783,963.57 | 1,492,986.00 | (709,022.43) | (47.49)% |
| Inter Government Funds | 371.34 | 34,959.35 | 27,000.00 | 7,959.35 | 29.48% |
| Interest | 3,276.71 | 37,055.18 | 11,000.00 | 26,055.18 | 236.87% |
| Fees for Services | 1,300.63 | 9,846.56 | 6,550.00 | 3,296.56 | 50.33% |
| Misc Revenue | 55.00 | (8,076.05) | 200.00 | (8,276.05) | (4,138.02)% |
| Total Revenues | 5,411.25 | 857,748.61 | 1,537,736.00 | (679,987.39) | (44.22)% |
| Total Revenue | <u>5,411.25</u> | <u>857,748.61</u> | <u>1,537,736.00</u> | <u>(679,987.39)</u> | <u>(44.22)%</u> |
| Expenditures | | | | | |
| Personnel Services | 77,361.03 | 740,554.32 | 997,800.00 | 257,245.68 | 25.78% |
| Supplies | 565.89 | 11,192.01 | 16,000.00 | 4,807.99 | 30.05% |
| Contractual Services | 5,335.95 | 62,958.86 | 118,000.00 | 55,041.14 | 46.65% |
| Information Services | 6,557.26 | 27,767.15 | 39,150.00 | 11,382.85 | 29.07% |
| Electronic Resources | 2,468.46 | 38,629.47 | 69,700.00 | 31,070.53 | 44.58% |
| Children/Youth Services | 497.38 | 6,698.76 | 12,350.00 | 5,651.24 | 45.76% |
| Marketing/Public Relations | 490.26 | 17,529.68 | 28,200.00 | 10,670.32 | 37.84% |
| Administration | 2,233.91 | 60,124.62 | 218,150.00 | 158,025.38 | 72.44% |
| Technology | 125.31 | 16,980.09 | 27,500.00 | 10,519.91 | 38.25% |
| Total Expenditures | 95,635.45 | 982,434.96 | 1,526,850.00 | 544,415.04 | 35.66% |
| Miscellaneous Expenses | | | | | |
| Misc Expenses | (60.88) | 24,159.61 | 0.00 | (24,159.61) | 0.00% |
| Total Miscellaneous Expenses | (60.88) | 24,159.61 | 0.00 | (24,159.61) | 0.00% |
| Total Expenditures | <u>95,574.57</u> | <u>1,006,594.57</u> | <u>1,526,850.00</u> | <u>520,255.43</u> | <u>34.07%</u> |
| Excess Revenues(Expenditures) | <u>(90,163.32)</u> | <u>(148,845.96)</u> | <u>10,886.00</u> | <u>(159,731.96)</u> | |

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 9/1/2025 Through 9/30/2025

| | Current Period Actual | Current Year Actual- 9 mos.ending 9/30/2025 | Total Budget | Total Budget Variance | Percent Total Budget Remaining |
|--------------------------------------|--------------------------|--|-------------------|--------------------------|--------------------------------------|
| Personnel Services | | | | | |
| Staff Salaries | 63,010.27 | 602,517.86 | 810,000.00 | 207,482.14 | 25.62% |
| Health & Life Insurance | 6,064.05 | 56,891.49 | 74,000.00 | 17,108.51 | 23.12% |
| Employer's Portion - IMRF | 3,662.07 | 36,482.18 | 50,000.00 | 13,517.82 | 27.04% |
| Employer's Portion - FICA | 4,602.16 | 43,904.33 | 62,000.00 | 18,095.67 | 29.19% |
| Unemployment Comp Expense | 22.48 | 758.46 | 1,800.00 | 1,041.54 | 57.86% |
| Total Personnel Services | <u>77,361.03</u> | <u>740,554.32</u> | <u>997,800.00</u> | <u>257,245.68</u> | <u>25.78%</u> |
| Supplies | | | | | |
| Office Supplies | 135.97 | 2,046.27 | 2,500.00 | 453.73 | 18.15% |
| Library Supplies | 9.37 | 1,189.48 | 3,000.00 | 1,810.52 | 60.35% |
| Building Maintenance Supplies | 490.05 | 6,660.31 | 9,000.00 | 2,339.69 | 26.00% |
| Ink Cartridges | (69.50) | 1,295.95 | 1,500.00 | 204.05 | 13.60% |
| Total Supplies | <u>565.89</u> | <u>11,192.01</u> | <u>16,000.00</u> | <u>4,807.99</u> | <u>30.05%</u> |
| Contractual Services | | | | | |
| Janitorial | 2,000.00 | 18,000.00 | 30,000.00 | 12,000.00 | 40.00% |
| Water | 0.00 | 1,722.73 | 4,000.00 | 2,277.27 | 56.93% |
| Gas | 205.84 | 9,298.97 | 15,000.00 | 5,701.03 | 38.01% |
| Building Maintenance | 871.68 | 14,842.03 | 32,000.00 | 17,157.97 | 53.62% |
| Small Equipment Maintenance | 0.00 | 250.00 | 1,000.00 | 750.00 | 75.00% |
| Equipment Maintenance | 1,441.47 | 11,683.31 | 20,000.00 | 8,316.69 | 41.58% |
| Furnishings & Equipment | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 100.00% |
| Copier Rental & Maintenance | 816.96 | 7,161.82 | 11,000.00 | 3,838.18 | 34.89% |
| Total Contractual Services | <u>5,335.95</u> | <u>62,958.86</u> | <u>118,000.00</u> | <u>55,041.14</u> | <u>46.65%</u> |
| Electronic Resources | | | | | |
| On-line Data Bases | 854.69 | 15,559.04 | 32,000.00 | 16,440.96 | 51.38% |
| SWAN Computer | 0.00 | 17,654.50 | 30,000.00 | 12,345.50 | 41.15% |
| Internet Expense | 238.79 | 2,149.11 | 3,200.00 | 1,050.89 | 32.84% |
| Patron Subscription services | 1,374.98 | 3,266.82 | 4,500.00 | 1,233.18 | 27.40% |
| Total Electronic Resources | <u>2,468.46</u> | <u>38,629.47</u> | <u>69,700.00</u> | <u>31,070.53</u> | <u>44.58%</u> |
| Information Services | | | | | |
| Books | 2,138.38 | 14,285.13 | 20,500.00 | 6,214.87 | 30.32% |
| Standing Order Books | 392.12 | 2,949.95 | 4,500.00 | 1,550.05 | 34.45% |
| Periodicals | 3,778.49 | 7,948.17 | 10,000.00 | 2,051.83 | 20.52% |
| Videos | 248.27 | 1,953.61 | 3,000.00 | 1,046.39 | 34.88% |
| Library of Things expenses | 0.00 | 237.25 | 500.00 | 262.75 | 52.55% |
| The SPOT expenses | 0.00 | 393.04 | 650.00 | 256.96 | 39.53% |
| Total Information Services | <u>6,557.26</u> | <u>27,767.15</u> | <u>39,150.00</u> | <u>11,382.85</u> | <u>29.07%</u> |
| Children/Youth Services | | | | | |
| CYS Juvenile Books | 235.23 | 3,107.27 | 5,000.00 | 1,892.73 | 37.85% |
| 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 | 0.00 | 300.00 | 300.00 | 100.00% |
| CYS Young Adult | 53.30 | 850.96 | 2,000.00 | 1,149.04 | 57.45% |
| CYS Easy Books | 187.86 | 2,273.30 | 3,000.00 | 726.70 | 24.22% |
| CYS DVD | 20.99 | 329.32 | 700.00 | 370.68 | 52.95% |
| CYS Toys & Puzzles | 0.00 | 34.98 | 100.00 | 65.02 | 65.02% |
| CYS Storytime Resources | 0.00 | 16.99 | 100.00 | 83.01 | 83.01% |
| CYS STEAM | 0.00 | 85.94 | 400.00 | 314.06 | 78.52% |
| Total Children/Youth Services | <u>497.38</u> | <u>6,698.76</u> | <u>12,350.00</u> | <u>5,651.24</u> | <u>45.76%</u> |
| Marketing/Public Relations | | | | | |

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 9/1/2025 Through 9/30/2025

| | Current Period Actual | Current Year Actual- 9 mos.ending 9/30/2025 | Total Budget | Total Budget Variance | Percent Total Budget Remaining |
|---|--------------------------|--|---------------------|--------------------------|--------------------------------------|
| CYS Programming | 6.99 | 637.03 | 1,000.00 | 362.97 | 36.30% |
| Adult Programming | 483.27 | 3,541.84 | 5,000.00 | 1,458.16 | 29.16% |
| Library Programs | 0.00 | 485.00 | 1,000.00 | 515.00 | 51.50% |
| Advertising Expenses | 0.00 | 297.70 | 5,000.00 | 4,702.30 | 94.05% |
| Binding | 0.00 | 0.00 | 200.00 | 200.00 | 100.00% |
| Newsletter Expense | 0.00 | 12,568.11 | 16,000.00 | 3,431.89 | 21.45% |
| Total Marketing/Public Relations | 490.26 | 17,529.68 | 28,200.00 | 10,670.32 | 37.84% |
| Administration | | | | | |
| Shipping Charges | 75.00 | 459.79 | 600.00 | 140.21 | 23.37% |
| Legal Services | 637.00 | 5,311.52 | 5,000.00 | (311.52) | (6.23)% |
| Credit Bureau | 108.35 | 561.45 | 600.00 | 38.55 | 6.42% |
| Telephone | 485.46 | 4,617.00 | 7,500.00 | 2,883.00 | 38.44% |
| Postage | 26.21 | 563.22 | 1,000.00 | 436.78 | 43.68% |
| Treasurer's Bond | 0.00 | 500.00 | 1,000.00 | 500.00 | 50.00% |
| Liability Insurance | 0.00 | 24,597.03 | 27,000.00 | 2,402.97 | 8.90% |
| Audit Fees | 0.00 | 4,240.00 | 4,500.00 | 260.00 | 5.78% |
| Travel | 0.00 | 76.95 | 100.00 | 23.05 | 23.05% |
| Seminars,Conferences,Meetings | 0.00 | 169.90 | 400.00 | 230.10 | 57.52% |
| Membership Dues | 0.00 | 575.00 | 750.00 | 175.00 | 23.33% |
| Accounting Expenses | 197.89 | 2,074.30 | 5,000.00 | 2,925.70 | 58.51% |
| Staff Development | 43.75 | 1,299.76 | 4,000.00 | 2,700.24 | 67.51% |
| Bond repayment | 0.00 | 11,500.00 | 123,000.00 | 111,500.00 | 90.65% |
| Credit Card/Bank Fees | 26.76 | 239.89 | 700.00 | 460.11 | 65.73% |
| Miscellaneous Expense | 288.50 | 2,819.69 | 8,500.00 | 5,680.31 | 66.83% |
| Board Expense | 344.99 | 519.12 | 1,000.00 | 480.88 | 48.09% |
| Capital Expense | 0.00 | 0.00 | 27,500.00 | 27,500.00 | 100.00% |
| Total Administration | 2,233.91 | 60,124.62 | 218,150.00 | 158,025.38 | 72.44% |
| Technology | | | | | |
| Technology Supplies | 76.38 | 655.62 | 1,000.00 | 344.38 | 34.44% |
| Computer Consultant | 0.00 | 320.00 | 2,000.00 | 1,680.00 | 84.00% |
| Network Maintenance | 0.00 | 99.99 | 2,000.00 | 1,900.01 | 95.00% |
| Computer Hardware & Equipment | 0.00 | 3,864.32 | 6,000.00 | 2,135.68 | 35.59% |
| E-Library Subscription Svs | 48.93 | 11,929.42 | 14,500.00 | 2,570.58 | 17.73% |
| Computer Software | 0.00 | 110.74 | 2,000.00 | 1,889.26 | 94.46% |
| Total Technology | 125.31 | 16,980.09 | 27,500.00 | 10,519.91 | 38.25% |
| Total Operating Expense | 93,166.99 | 943,805.49 | 1,457,150.00 | 513,344.51 | 35.23% |
| Miscellaneous Expenses | | | | | |
| Lost ILL Expense | (60.88) | (840.39) | 0.00 | 840.39 | 0.00% |
| Transfer to Other Funds | 0.00 | 25,000.00 | 0.00 | (25,000.00) | 0.00% |
| Total Miscellaneous Expenses | (60.88) | 24,159.61 | 0.00 | (24,159.61) | 0.00% |
| Total Budgeted Expenses | 95,574.57 | 1,006,594.57 | 1,526,850.00 | 520,255.43 | 34.07% |

YOUTH & TEEN SERVICES –September 2025 – Nora Durbin

Back to school was in full swing this month along with all of our fall programs! Weeding, shifting and changes to our collections also continued.

We also have a student working on his LTA through College of DuPage. Joshua Logan will be putting in 75 hours at the Library over this semester at RPL. He needs to get experience in multiple areas, so you may see him around the Library in the coming months.

Highlights

Storytimes and Programs for Young Children—Our drop in storytimes met on Mondays and Fridays, at 9:30 am and 10 am. Thank you to Anne, Bridget and Mandi for planning and presenting these programs. Bridget’s Tummy Time has continued to be popular; we will be adding an additional Tummy Time on Mondays next month.

After School Programs— Fran planned and presented two Imagination Explorer programs for kids in 1st through 5th grade. Kids made UFOs and handprint trees. We had two meetings of Create and Connect for 6th through 12th graders. In my session we made beaded corn. Fran planned a popular Bedazzled Books program where kids came back for a second meeting to finish up their projects. Great job, Fran! Fran and I continued the Preschool Kindergarten Storytime with a few changes. We shortened the program to 30 minutes and moved it to every week. We also hosted former Riverside resident and author, Maria Bares Rigo, who shared her book, *Bella the Fitness Pup*.

School Outreach—We started up our outreach to schools again this fall. Fran has been visiting RPC, Anne visited the D96 Early Learners, and Bridget visited the LADSE Communication Development classroom. RPC and Building Blocks both visited the Library. Mandi and I hosted a field trip from St. Mary’s 2nd grade classes.

RB’s Transitions Program also has been coming for their Book Club. They are reading *How to Eat Fried Worms*. We also have two student workers from the Transitions Program: Alana and Daniele.

| YOUTH & TEEN SERVICES STATISTICS – September 2025 | |
|--|------------|
| Reference questions asked | <u>150</u> |
| Informational questions asked | <u>174</u> |

| Date | Name of Program | Youth 0-5 | Youth 6-11 | Young Adult | Adult | General Interest |
|----------|----------------------------------|-----------|------------|-------------|-------|------------------|
| 9/2/2025 | Tummy Time | 7 | | | 7 | |
| 9/2/2025 | Preschool/Kindergarten Storytime | 5 | | | 5 | |
| 9/3/2025 | RB Transitions Book Club | | | 9 | 4 | |
| 9/3/2025 | Farmer's Market | | | | | 47 |
| 9/4/2025 | Little Hands Playtime | 11 | | | 11 | |
| 9/4/2025 | Early Learners Storytime AM | 31 | | | 6 | |
| 9/4/2025 | Early Learners Storytime PM | 35 | | | 8 | |
| 9/4/2025 | Imagination Explorers | | 6 | | | |
| 9/5/2025 | Yoga Storytime | 18 | 2 | | 17 | |
| 9/6/2025 | Drop In Craft | | 7 | | 3 | |

YOUTH & TEEN SERVICES –September 2025 – Nora Durbin

| | | | | | |
|-----------|--------------------------------------|----|----|---|----|
| 9/8/2025 | Mini Storytime 9:30 am | 7 | | 5 | |
| 9/8/2025 | Mini Storytime 10 am | 3 | | 3 | |
| 9/9/2025 | Tummy Time | 9 | | 9 | |
| 9/9/2025 | Preschool/Kindergarten Storytime | 3 | | | |
| 9/9/2025 | Visit to RPC | 30 | | 3 | |
| 9/10/2025 | Farmer's Market | | | | 73 |
| 9/10/2025 | Pokemon Club | | 1 | | |
| 9/10/2025 | RB Transitions Book Club | | | 9 | 2 |
| 9/10/2025 | St. Mary School 2nd Grade Field Trip | | 32 | | 2 |
| 9/11/2025 | Little Hands Playtime | 10 | 4 | | 10 |
| 9/11/2025 | Create and Connect | | | 1 | |
| 11-Sep | RPC Visit to RPL | 23 | | | 4 |
| 9/12/2025 | Mini Storytime 9:30 am | 4 | | | 2 |
| 9/12/2025 | Mini Storytime 10 am | 13 | | | 10 |
| 9/13/2025 | Legopalooza | | 4 | | 3 |
| 9/15/2025 | Mini Storytime 9:30 am | 7 | | | 7 |
| 9/15/2025 | Mini Storytime 10 am | 13 | | | 8 |
| 9/16/2025 | Tummy Time | 8 | | | 8 |
| 9/16/2025 | Building Blocks Visit to PRL | 6 | | | 3 |
| 9/17/2025 | Clay Day AM | 6 | | | 4 |
| 9/17/2025 | Clay Day PM | 5 | | | 5 |
| 9/17/2025 | RB Transitions Book Club | | | 8 | 2 |
| 9/17/2025 | Farmer's Market | | | | 83 |
| 9/18/2025 | Little Hands Playtime | 7 | | | 8 |
| 9/18/2025 | Imagination Explorers | | 6 | | |
| 9/19/2025 | Mini Storytime 9:30 am | 5 | | | 4 |
| 9/19/2025 | Mini Storytime 10 am | 12 | | | 8 |
| 9/20/2025 | Family Playtime | 3 | | | 2 |
| 9/22/2025 | Mini Storytime 9:30 am | 4 | | | 4 |
| 9/22/2025 | Mini Storytime 10 am | 8 | | | 8 |
| 9/23/2025 | Tummy Time | 13 | | | 8 |
| 9/23/2025 | Visit to RPC | 30 | | | 2 |
| 9/23/2025 | Preschool/Kindergarten Storytime | 8 | | 1 | 3 |
| 9/24/2025 | Farmer's Market | | | | 80 |
| 9/24/2025 | RB Transitions Book Club | | | 8 | 2 |
| 9/25/2025 | Little Hands Playtime | 13 | | | 8 |
| 9/25/2025 | Create and Connect Part 1 | | | 6 | 1 |
| 9/26/2025 | Create and Connect Part 2 | | | 6 | 1 |
| 9/26/2025 | Mini Storytime 9:30 am | 8 | | | 5 |
| 9/26/2025 | Mini Storytime 10 am | 8 | | | 8 |
| 9/29/2025 | Mini Storytime 9:30 am | 10 | | | 9 |
| 9/29/2025 | Mini Storytime 10 am | 4 | | | 4 |

YOUTH & TEEN SERVICES –September 2025 – Nora Durbin

| | | | | | | |
|--|----------------------------------|----|---|--|----|--|
| 9/29/2025 | Tummy Time | 3 | | | 3 | |
| 9/30/2025 | Tummy Time | 11 | | | 10 | |
| 9/30/2025 | Hollywood CD LADSE Class | | 7 | | 4 | |
| 9/30/2025 | Preschool/Kindergarten Storytime | 7 | | | 1 | |
| | | | | | | |
| After School (21 Days) | 669 | | | | | |
| Phone Charger Checkout | 12 | | | | | |
| Board Game Usage | 34 | | | | | |
| Nintendo Switch Usage | 9 | | | | | |
| Study Room Usage | 45 | | | | | |
| Interactions with non-English speakers | 1 | | | | | |
| | | | | | | |

Circulation and Computer Services

September 2025

Sharon Shroyer

Patron Services

We started our regular hours on September 2nd and amended the schedule at the desk for only one staff member from 8 pm to 9 pm. We will be staying at that schedule until the end of October and then going to one staff member from 7 pm to 9 pm. It is slow in the evening, so I do not anticipate a problem.

SWAN has started a new program for residents to register online for a digital library card. Not all libraries are participating at first, but if it works well and all signs currently point to a positive experience, I think we should join the program. It enables a patron to register for a library card at any time of the day, giving them instant access to any of our digital services and the ability to request material online. They have safeguards in place to make sure non-residents are directed to their own library. Therefore, we have had three registrations so far for digital cards from residents trying to register at another library web site. They do not get a physical card and the barcode sequence is slightly different so that we can tell if it is an online registration. A daily report is generated listing new applicants. If they want a physical card, they can always come in for one. However, if they use the SWAN app, they just type in their card number and add it to the app. We have scanners at the desk that will read the phone barcode that appears and we do that all the time right now. Perhaps we should start the New Year by adding it to our web site.

I also took the remainder of paper registration cards we had on file to scan in the signatures before destroying them. We will no longer keep paper registration forms on file.

Computer Services

I am working on the last replacement laptop for circulation.

We had a few issues with the genealogy printer in September so I re-addressed it and re-installed it on all the genealogy computers downstairs.

We had a patron lose a hotspot in September. It was paid for and a replacement has been ordered.

I am currently going through all of our spare equipment to see what needs to be recycled versus what we will have in storage.

Two of the adult internet computers started acting up on the same day. I scanned and updated them and they seem fine now. I have cloned one of the adult internet computers and received the new hard drive for the out of service internet computer. I will be working on that one in the next week.

September 2025 Information Services Update

Diane Silva

Community Organization Fair

Our first Community Organization Fair was a success with 20 organizations hosting tables and 52 people coming to learn more about ways to get involved in Riverside. Many groups were really thrilled with the turnout and the opportunity to do outreach. In fact, Riverside Arts Weekend signed up 7 volunteers and we added a new member to Friends of the Library solely due to the event. Across the Board, organizations and attendees (particularly new residents) were enthusiastic about having the fair become an annual event. Thanks to Riverside Township and the Village of Riverside for co-sponsoring this effort.

Partnership with Township Community Resource Center

Following the Organization Fair, Shawn Lewis, the Community Resource Specialist at the Township, reached out to see if the Library would partner with them to increase awareness of their services. The CRC provides guidance and referrals for aging services, benefits counseling, intellectual and developmental disability services, mental health resources, and substance abuse support. Their goal is to highlight these offerings along with other free Township programs such as senior exercise and the Nurse's Closet. We're always happy to help connect people with the resources they need. Going forward, the CRC will host a monthly information table in the Great Room to help spread the word.

The Spot Creation Credit Punch Cards

We soft rolled out our punch cards in September and have sold a couple. As we move into the holidays we plan to do a social media "stocking stuffer" campaign.

Statistics

The SPOT Appointment - 2
The SPOT Open Hours (9 sessions) - 20
Drop In Tech Help (1 sessions) - 2
Book Discussion - 11
Chess Club - (3 sessions) - 35
Chess Tournament - 22
Riverside Org Fair - 20 Groups/52 attendees
Craft - Molas - 8
SPOT - Sewing - 1
Asahi (4 sessions) - 20
Meditation (2 sessions) - 14

Genealogy Club - 8
Wordsmith's Society - 6
ILP - Steve Burns - 10
Staying Positive - Tom Kens - 5
Unite Against Bullying - 0
Yarn Crafters (2 sessions) - 8
Destination Heartland - 2
LAC Fall Plant Giveaway - 45
Passive
Seed Packets - 5
General Passive - 185

Patron Interactions - We had 543 patron interactions this month. It's been quiet this month.

Riverside Public Library
Miscellaneous Statistics - September 2025

| | Sep-25 | Sep-24 | YTD 2025 | YTD 2024 |
|----------------------------------|--------|--------|----------|----------|
| Reference Statistics | | | | |
| Questions Asked - Adult | 543 | 726 | 6448 | 7141 |
| Questions Asked - Youth Services | 324 | 345 | 3486 | 3429 |

| | | | | |
|-------------------------------|------------|------------|-------------|-------------|
| Internet Usage - Adult | 301 | 241 | 2584 | 2252 |
| - CYS | 246 | 196 | 2655 | 2154 |
| Total Usage | 547 | 437 | 5239 | 4406 |

| | | | | |
|-------------------------------|------------|------------|-------------|-------------|
| Holdings | | | | |
| Adult Titles Added | 194 | 215 | 1712 | 1530 |
| CYS Titles Added | 47 | 129 | 669 | 712 |
| Total Titles Added | 241 | 344 | 2381 | 2242 |
| Adult Titles Withdrawn | 79 | 248 | 1861 | 1425 |
| CYS Titles Withdrawn | 127 | 130 | 1590 | 244 |
| Total Titles Withdrawn | 206 | 378 | 3451 | 1669 |

| | | | | |
|-----------------------|--|--|--------------|--------------|
| Total Holdings | | | 62492 | 63796 |
|-----------------------|--|--|--------------|--------------|

| | | | | |
|----------------------------------|-----------|-----------|------------|------------|
| Library Programs - Active | | | | |
| Children 0-5 | 37 | 30 | 289 | 228 |
| Children 6-11 | 7 | 5 | 100 | 80 |
| YA 12-18 | 3 | 6 | 44 | 39 |
| Adults 19+ | 25 | 32 | 266 | 266 |
| General Interest (Mixed) | 10 | 5 | 87 | 67 |
| Totals | 82 | 78 | 786 | 680 |

| | | | | |
|---|-------------|-------------|--------------|--------------|
| Library Programs - Active Attendance | | | | |
| Children 0-5 | 385 | 291 | 2586 | 454 |
| Children 6-11 | 69 | 51 | 1761 | 1877 |
| YA 12-18 | 14 | 47 | 636 | 378 |
| Adults 19+ | 506 | 434 | 3918 | 3549 |
| General Interest (Mixed) | 514 | 405 | 5726 | 5999 |
| Totals | 1488 | 1228 | 14627 | 12257 |

| | | | | |
|-----------------------------------|-----------|-----------|-------------|------------|
| Library Programs - Passive | | | | |
| Children 0-5 | 7 | 9 | 1558 | 39 |
| Children 6-11 | 3 | 0 | 20 | 8 |
| YA 12-18 | 0 | 0 | 4 | 1 |
| Adults 19+ | 2 | 3 | 18 | 29 |
| General Interest (Mixed) | 2 | 4 | 38 | 45 |
| Totals | 14 | 16 | 1638 | 122 |

| | | | | |
|--|------------|------------|-------------|-------------|
| Library Programs - Passive Attendance | | | | |
| Children 0-5 | 90 | 170 | 683 | 736 |
| Children 6-11 | 35 | 0 | 192 | 77 |
| YA 12-18 | 0 | 0 | 21 | 10 |
| Adults 19+ | 70 | 52 | 462 | 637 |
| General Interest (Mixed) | 155 | 325 | 2968 | 4572 |
| Totals | 350 | 547 | 4326 | 6032 |

| | | | | |
|--------------------------------------|-----|----|------|-----|
| Community Programs Attendance | 12 | 11 | 79 | 100 |
| | 148 | 89 | 1009 | 853 |

| | Sep-25 | Sep-24 | YTD 2025 | YTD 2024 |
|-------------------------------------|--------------|--------------|---------------|---------------|
| Study Room Use | 45 | NA | 289 | NA |
| New Library Cards Issued | 46 | 58 | 444 | 476 |
| Library Attendance | 8037 | 8777 | 76123 | 76765 |
| Notary Service | 16 | 17 | 168 | 147 |
| Checkouts | 4697 | 4713 | 46692 | 45671 |
| Renewals | 2956 | 3298 | 28940 | 31019 |
| Checkins | 5938 | 5807 | 55191 | 52223 |
| Total Circulation | 13591 | 13818 | 130823 | 128913 |
| Interlibrary Loans | | | | |
| Loaned | 965 | 964 | 8867 | 8518 |
| Borrowed | 1136 | 1042 | 10611 | 9893 |
| Reciprocal Borrowing | | | | |
| Loaned to Other Library Patrons | 438 | 528 | 4856 | 5403 |
| RPL Patrons Borrowing Elsewhere | 993 | 1167 | 11104 | 11513 |
| Digital Resources | | | | |
| Hoopla | 383 | 372 | 3135 | 3469 |
| Boundless (Axis360) | 119 | 156 | 1029 | 1154 |
| Libby (Digital Library of Illinois) | 2126 | 1719 | 15840 | 13416 |
| Web Site Total Hits | 3648 | 4602 | 37659 | 37581 |
| Wireless Statistics | 850 | 1026 | 15872 | 11548 |
| Online Databases | | | | |
| Ancestry.com | | | | |
| Searches | 118 | 281 | 3270 | 3813 |
| Returns | 176 | 192 | 5519 | 5631 |
| Encyclopaedia Britannica | | | | |
| Sessions | 0 | 16 | 95 | 193 |
| Newsbank | | | | |
| Searches | 23 | 0 | 231 | 108 |
| Consumers Reports | | | | |
| Sessions | 9 | 5 | 77 | 65 |
| Searches | 95 | 81 | 826 | 818 |
| Additional Statistics | | | | |
| Newspaper Archives | | | | |
| Searches | 34 | 37 | 285 | 213 |
| Museum Passes | | | | |
| Issued | 20 | 14 | 150 | 119 |
| Library of Things | | | | |
| Equipment | 78 | 80 | 675 | 584 |
| Kits | 10 | 9 | 117 | 99 |
| Spot Collection Use | 22 | 10 | 104 | 96 |

**Library Director's Report
August 2025
Janice Foley**

Administration

Jessica Francis, Village Manager, contacted me to discuss the 2025 Tax Levy we had submitted. Ashley, Diane and I met with her, Yvette Zavala and Emily Stenzel on September 29. They encouraged us to include an increase in the CPI rate to account for EAV growth. By doing this, we will potentially increase our actual percentage of tax revenue for future years. The levys always come in lower than requested, but if we increase a small amount, the actual money received will be more than if we only asked for the CPI amount. They suggested a 3.25% increase, but as we knew, did not increase the operating budget spending because there is no guarantee as to how much we will actually receive. We increased the numbers and adjusted the operating budget to have the potential tax revenue increase go into Capital Expense which is a "savings account" per se.

I participated in the State Library's Grant Webinar for the Live and Learn Construction Grant. Our handicapped ramp is ADA related and will be in the first tier of funding. I have begun the application but because the work will involve disturbing soil, we will have to submit a soil sample to get permission from the State's Department of Natural Resources. This is a requirement for all such projects. I am waiting to hear from Ken where we stand on the architect perspective of the project.

We have a patron who likes to "leave behind" documents/manifestos on certain controversial topics. He has been warned once that this is not acceptable according to our posted notices/information policy. His most recent attempt caused discomfort for a mother and daughter, who reported it to a staff member. As a result, I approached him again and showed him the policy. I clearly explained that if any more papers were found we would escalate the problem, which could result in a library ban or police intervention. He asked me whether the papers caused me distress. My response to him was it does not matter what my opinion is on the topics he writes about, he is going against policy. I believe he enjoys getting reactions. All staff members are on the look out for any more letters/documents left behind.

Managers continued to meet on Thursdays.

Community Outreach and Partnerships

Our Farmers' Market participation ended October 1 with the annual mini pumpkin decorating craft. We are very lucky to have Orland Fasel, one of the long time vendors at the market, who donates the pumpkins for the event. We broke our record this year with 131 given away to children who found PJ Pumpkin hiding in a market booth! This year we had great crowds every week, averaging 70 -75 participants for the scavenger hunt each week. Who knew jibbitz shoe charms would be a popular reward! Thank you to Fran Perry for being our every week representative and to Diane Silva, Nora Durbin, Jordan Bravo, Mandi

Altepeter and Sharon Shroyer who helped me with staffing during the summer. Sarah Nielsen represented the Friends almost every week. She sold Riversideopoly games and assisted wayward scavenger hunters. Additional thanks to Gabe Fisher and Jordan Bravo who set up the tents and tables each week and the multitude of stuffed fruits and veggies who were so popular we had to switch from every other week to weekly hunts.

The Friends Bingo prep is underway. I have completed the booklet, table numbers and raffle baskets for the event. The water bottles we are providing will have labels attached thanking attendees for supporting the Library and the Friends.

The Library will be participating in two Trunk or Treat events this season. October 9 is the Parks and Rec event and the Ames School event will be held on October 24. We will be decorating with a skeleton theme this year!

We are registered for this year's 50th Anniversary Holiday Stroll. Santa and Mrs. Claus will again be gracing our Great Room which is a guaranteed high attendee rate! Trustees are invited to help give out Santa presents to the young visitors. I will send around a sign up soon.

FOL met on September 16. Final bingo planning was discussed. They also asked that we submit our annual Request for Funding which we will present at the October 21 meeting.

The Genealogy Club continues to meet on the fourth Tuesday of the month. It is always a lively and informative meeting!

Buildings and Grounds

After many attempts to contact both Tom Mantel and Pete Mantel for landscaping lights without response, I am currently getting recommendations from other libraries for possible lighting companies to contact for appraisals.

We completed our annual fire extinguisher inspection. Routing elevator maintenance continued, as did landscape work.

Masonry work is scheduled to begin October 6.



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 10/02/2025
Re: Updated Tax Levy Ordinance

As I mention in last month's report, the Cook County Agency Tax Report came back higher than was predicted at mid-year. As a result, we were able to increase our Levy request to capture all of the tax money that is ours. After that change, Jessica Francis, the Village Manager, met with Diane, Ashley and I and encouraged us to increase our percentage request to capture closer to the 2.9 CPI. By doing this, we will recoup more money if Cook County decreases our levy. Over years, this gradual increase will help us financially.

I have attached the revised Tax Levy Ordinance to this memo. As you can see the Levy has increased from \$1,557,900.96. The Board will need to approve the updated Levy before I send to the Village.

With the additional money from the Levy, we also needed to increase the Operating Budget number but to a line item that does not have yearly expenditures. We have added that into Capital Expense. Please let me know of any questions, concerns or suggestions you may have.

RIVERSIDE PUBLIC LIBRARY- TAX LEVY ORDINANCE FOR 2025

| | |
|--------------|----------------|
| OPERATIONS | 1,313,900 |
| AUDIT | 4,200 |
| IMRF | 50,000 |
| FICA | 62,000 |
| UNEMPLOYMENT | 1,800 |
| BOND | <u>126,000</u> |
| TOTAL LEVY | 1,557,900 |

| | 2026 PROPOSED BUDGET | PROPOSED 2025 TAX LEVY USED | OTHER REVENUE SOURCES USED |
|----------------------------|-------------------------------------|--|---|
| PERSONNEL SERVICES | 1,008,800 | 1,000,500 | 8,300 |
| MATERIALS & SUPPLIES | 16,000 | 14,000 | 2,000 |
| CONTRACTUAL SERVICES | 121,000 | 120,000 | 1,000 |
| ELECTRONIC RESOURCES | 72,200 | 71,000 | 1,200 |
| INFORMATION SERVICES | 39,500 | 39,000 | 500 |
| CHILDREN/YOUTH SERVICES | 12,000 | 11,000 | 1,000 |
| MARKETING/PUBLIC RELATIONS | 31,200 | 30,000 | 1,200 |
| ADMINISTRATION EXPENSE | 119,600 | 118,790 | 810 |
| TECHNOLOGY EXPENSE | 27,900 | 27,610 | 290 |
| BOND PAYMENT | <u>126,000</u> | <u>126,000</u> | 0 |
| TOTAL | 1,574,200 | 1,557,900 | 16,300 |

This section for Library purposes only!!

Calculation:

| | |
|---------------------|---|
| 1,509,479.19 | Per Agency tax report |
| <u>126,000.00</u> | less Bond payment, per Agency Tax Rate Report |
| <u>1,383,479.19</u> | |
| 1,383,479.19 | From above |
| <u>0.035</u> | 3.5% increase |
| 48,421.77 | |
| <u>1,383,479.19</u> | from above |
| 1,431,900.96 | Budget amount |
| <u>126,000.00</u> | Add back bond payment, per Speer schedule |
| <u>1,557,900.96</u> | |

RIVERSIDE PUBLIC LIBRARY
LIBRARY OPERATING FUND
OPERATING BUDGET 2026

| PROPOSED 2026 BUDGET | | | | | | |
|----------------------|------------|-----------|-----------|--------------------|---------------|-------------|
| OPERATING FUND | AUDIT FUND | IMRF FUND | FICA FUND | UNEMPLOY COMP FUND | Bond Activity | TOTAL FUNDS |

BEG FUND BAL (CASH RESERVE):

ESTIMATED REVENUES:

| | Actual 2024 | Budgeted F/Y 2025 | OPERATING FUND | AUDIT FUND | IMRF FUND | FICA FUND | UNEMPLOY COMP FUND | Bond Activity | TOTAL FUNDS |
|---------------------------------------|------------------|-------------------|------------------|--------------|---------------|---------------|--------------------|----------------|------------------|
| 3100 TAXES | | | | | | | | | |
| 3117-01-001 Property Tax-Operations | 1,226,991.00 | 1,255,474 | 1,313,900 | | | | | | 1,313,900 |
| 3117-01-007 Property Tax-Audit | 4,535 | 4,500 | | 4,200 | | | | | 4,200 |
| 3117-01-008 Property Tax-IMRF | 48,592 | 46,212 | | | 50,000 | | | | 50,000 |
| 3117-01-009 Property Tax-FICA | 64,790 | 62,000 | | | | 62,000 | | | 62,000 |
| 3117-01-011 Property Tax-Unemployment | 1,157 | 1,800 | | | | | 1,800 | | 1,800 |
| 3850-01 Bonds- referendum | 107,450 | 123,000 | | | | | | 126,000 | 126,000 |
| TOTAL PROPERTY TAXES | 1,453,515 | 1,492,986 | 1,313,900 | 4,200 | 50,000 | 62,000 | 1,800 | 126,000 | 1,557,900 |
| 3200 INTERGOVERNMENTAL | | | | | | | | | |
| 3210 PerCapita State Grant | 13,808 | 13,000 | 7,000 | | | | | | 7,000 |
| 3220 Corp Replacement Tax | 16,349 | 14,000 | 15,000 | | | | | | 15,000 |
| TOTAL INTERGOVERNMENTAL | 30,157 | 27,000 | 22,000 | | | | | | 22,000 |
| 3300 INTEREST | | | | | | | | | |
| 3310 Interest on Investments | 55,977 | 11,000 | 15,000 | | | | | | 15,000 |
| TOTAL INTEREST | 55,977 | 11,000 | 15,000 | | | | | | 15,000 |
| 3400 FEES & SERVICES | | | | | | | | | |
| 3415 Fines & Fees | 2,631 | 700 | 700 | | | | | (62,000) | 700 |
| 3420 Fox Fees | 4 | - | - | | | | | | - |
| 3425 SPOT user fees | 208 | 200 | 50 | | | | | | 50 |
| 3430 Printing Fees | 3,887 | 1,500 | 1,700 | | | | | | 1,700 |
| 3435 Book and Video Sales | 5,368 | 3,600 | 3,000 | | | | | | 3,000 |
| 3495 Miscellaneous/Other | 1,633 | 200 | 200 | | | | | | 200 |
| 3535 Liability Insurance Refund | 716 | - | - | | | | | | - |
| 3810 Donations | 156 | - | - | | | | | | - |
| 3808 Memorial book donations | - | - | - | | | | | | - |
| 3801 Adult replacement fees | 351 | 100 | 100 | | | | | | 100 |
| 3802 CYS Replacement fees | 242 | 100 | 100 | | | | | | 100 |
| 3825 Meeting Room Rental | 625 | 200 | 100 | | | | | | 100 |
| 3816 ILL Fees | 55 | 50 | 50 | | | | | | 50 |
| 3817 Lost Book credit- ILL | 1,459 | 100 | 100 | | | | | | 100 |
| TOTAL FEES & SERVICES | 17,335 | 6,750 | 6,100 | | | | | | 6,100 |
| TOTAL REVENUES | 1,556,984 | 1,537,736 | 1,357,000 | 4,200 | 50,000 | 62,000 | 1,800 | 126,000 | 1,601,000 |
| TOTAL FUNDS AVAILABLE | 1,556,984 | 1,537,736 | 1,357,000 | 4,200 | 50,000 | 62,000 | 1,800 | 126,000 | 1,601,000 |

(now Gift Fund transactions)
(now Gift Fund transactions)

ESTIMATED EXPENDITURES

PERSONNEL SERVICES

| | | | | | | | | | |
|---------------------------------------|----------------|----------------|----------------|--|---------------|---------------|--------------|--|------------------|
| 4410 Regular Salaries | 759,999 | 810,000 | 815,000 | | | | | | 815,000 |
| 4130 Health & Life Insurance | 65,936 | 74,000 | 80,000 | | | | | | 80,000 |
| 4140 IMRF | 43,503 | 50,000 | | | 50,000 | | | | 50,000 |
| 4141 FICA | 55,702 | 62,000 | | | | 62,000 | | | 62,000 |
| 4142 Unemployment | 939 | 1,800 | | | | | 1,800 | | 1,800 |
| TOTAL PERSONNEL SERVICES | 926,079 | 997,800 | 895,000 | | 50,000 | 62,000 | 1,800 | | 1,008,800 |
| 4200 MATERIALS & SUPPLIES | | | | | | | | | |
| 4201 Office Supplies | 2,061 | 2,500 | 3,000 | | | | | | 3,000 |
| 4202 Library Supplies | 3,556 | 3,000 | 3,500 | | | | | | 3,500 |
| 4241 Bldg Maint Supplies | 6,765 | 9,000 | 8,000 | | | | | | 8,000 |
| 4902 Ink Cartridges | 2,380 | 1,500 | 1,500 | | | | | | 1,500 |
| TOTAL MATERIALS & SUPPLIES | 14,762 | 16,000 | 16,000 | | | | | | 16,000 |
| 4300 CONTRACTUAL SERVICES | | | | | | | | | |
| 4320 Janitorial | 22,480 | 30,000 | 32,000 | | | | | | 32,000 |
| 4324 Water | 2,810 | 4,000 | 5,000 | | | | | | 5,000 |
| 4326 Gas | 5,768 | 15,000 | 15,000 | | | | | | 15,000 |
| 4361 Building Maintenance | 25,728 | 32,000 | 35,000 | | | | | | 35,000 |
| 4362 Small Equip Maintenance | 792 | 1,000 | 1,000 | | | | | | 1,000 |

| | | | | | |
|------|---|---------|---------|---------|---------|
| 4363 | Equipment Maint | 19,085 | 20,000 | 18,000 | 18,000 |
| 4366 | Other leased equipment | | | | 4,000 |
| 4364 | Furnishings & Equipment | 2,125 | 5,000 | 4,000 | 11,000 |
| 4365 | Copy machine rental | 9,426 | 11,000 | | |
| 4368 | Copy Machine Rent- Principal | | | | |
| 4369 | Copy Machine Rent- Interest | | | | |
| | TOTAL CONTRACTUAL SERVICES | 88,214 | 118,000 | 121,000 | 121,000 |
| | ELECTRONIC RESOURCES | | | | |
| 4411 | Online databases | 21,133 | 32,000 | 34,000 | 34,000 |
| 4915 | SWAN Computer | 24,355 | 30,000 | 30,000 | 30,000 |
| 4918 | Internet Expense (Comcast) | 2,806 | 3,200 | 3,200 | 3,200 |
| 4919 | Patron Subscription Services | 3,315 | 4,500 | 5,000 | 5,000 |
| | TOTAL ELECTRONIC RESOURCES | 51,609 | 69,700 | 72,200 | 72,200 |
| | INFORMATION SOURCES | | | | |
| 4412 | Fiction/Non-Fiction Books | 15,805 | 20,500 | 19,500 | 19,500 |
| 4414 | Standing Order Publications | 4,425 | 4,500 | 4,500 | 4,500 |
| 4418 | Periodicals | 9,509 | 10,000 | 10,000 | 10,000 |
| 4420 | DVD/Blu-Ray | 1,983 | 3,000 | 3,000 | 3,000 |
| 4423 | Digital Library | | | 2,000 | 2,000 |
| 4442 | Library of Things | 53 | 500 | 500 | 500 |
| | TOTAL INFORMATION SOURCES | 31,775 | 38,500 | 39,500 | 39,500 |
| | CHILDREN/YOUTH SERVICES | | | | |
| 4551 | CYS Juvenile Books | 3,857 | 5,000 | 5,000 | 5,000 |
| 4552 | CYS Periodicals | | 250 | 150 | 150 |
| 4554 | CYS Reference Books | | 500 | 400 | 400 |
| 4555 | CYS Video Games | 199 | 300 | 300 | 300 |
| 4556 | CYS Young Adult | 1,340 | 2,000 | 2,000 | 2,000 |
| 4558 | CYS Board Books | | | | |
| 4560 | CYS Easy Books | | | 3,000 | 3,000 |
| 4562 | CYS Audio Books | | | | |
| 4563 | CYS Compact Discs | | | | |
| 4565 | CYS DVD | 414 | 700 | 650 | 650 |
| 4566 | CYS Toys & Puzzles | 92 | 100 | 100 | 100 |
| 4567 | CYS Storytime Resources | 100 | 100 | 100 | 100 |
| 4568 | CYS STEAM | 419 | 400 | 300 | 300 |
| | TOTAL YOUTH SERVICES | 8,501 | 12,350 | 12,000 | 12,000 |
| | MARKETING/PUBLIC RELATIONS | | | | |
| 4443 | SPOT expenses | 1,226 | 650 | 750 | 750 |
| 4509 | CYS Programming | 676 | 1,000 | 1,000 | 1,000 |
| 4609 | IS Programming | 4,985 | 5,000 | 5,000 | 5,000 |
| 4610 | Library Programs (Swank & Museum pass) | 485 | 1,000 | 2,000 | 2,000 |
| 4615 | Advertising/Public Relations | 380 | 5,000 | 5,000 | 5,000 |
| 4630 | Binding | 2 | 200 | 200 | 200 |
| 4648 | PR Newsletters | 12,508 | 16,000 | 18,000 | 18,000 |
| | TOTAL MARKETING/PUBLIC RELATIONS | 20,262 | 28,850 | 31,200 | 31,200 |
| | ADMINISTRATION | | | | |
| 4425 | Shipping Charges | 395 | 600 | 700 | 700 |
| 4703 | Legal Service | 1,398 | 5,000 | 5,000 | 5,000 |
| 4709 | Credit Bureau | 793 | 600 | 800 | 800 |
| 4711 | Telephone | 6,221 | 7,500 | 10,000 | 10,000 |
| 4712 | Postage | 708 | 1,000 | 1,200 | 1,200 |
| 4732 | Treasurer's Bond | 500 | 1,000 | 500 | 500 |
| 4733 | Liability Insurance | 25,660 | 27,000 | 32,000 | 32,000 |
| 4737 | Audit Fees | 41,250 | 4,500 | 4,200 | 4,200 |
| 4740 | Travel | | 100 | 200 | 200 |
| 4744 | Seminars, Conf. Mtgs. | 229 | 400 | 1,000 | 1,000 |
| 4745 | Membership Dues | 811 | 750 | 1,000 | 1,000 |
| 4746 | Accounting Expenses | 3,246 | 5,000 | 6,000 | 6,000 |
| 4747 | Staff Development | 1,808 | 4,000 | 6,500 | 6,500 |
| 4794 | Credit Card/Bank Fees | 409 | 700 | 700 | 700 |
| 4795 | Miscellaneous | 2,251 | 8,500 | 10,000 | 10,000 |
| 4798 | Board Expense | 1,072 | 1,000 | 1,500 | 1,500 |
| 4793 | Bond repayment | 119,900 | 126,000 | | |
| 4799 | Capital Expense | | 27,500 | 38,300 | 38,300 |

* (Mobile, Beacon, Hulu, Netflix, Nintendo, Circuit)



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

APPLICATION FOR USE OF LIBRARY FOR AFTER HOURS SPECIAL EVENTS

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

Date of Request: 11

Contact Person: CONNIE KOO

Address: 70 PINE AVE, APT 1A, RIVERSIDE Email: CONNIEKOO@HOTMAIL.COM

Home/Cell Phone: 312.925.4716 Work Phone: 312-925-4716

Name of Organization: N/A - WEDDING VOW EXCHANGE

Event: WEDDING

Date(s) of Use: 11/22/25

Time Event Begins: 5pm Ends: 7pm Expected Attendance: 20

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

The **Community Room(s)** (34' x 17') seat a maximum of 48 auditorium style or 36 at tables.

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

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

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

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

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

WAIVER:

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

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

Signature: [Signature] Date: 9/28/2025

STAFF USE ONLY

Approved by Library Board of Trustees: _____ Date: _____

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

Liability Insurance Document Received: _____ Liquor Permit Received: _____

Staff Scheduled: _____

E-Calendar Completed: _____ Maintenance Crew Alerted: _____

Signage: _____ Equipment Needed: _____

Philanthropic Group Classification: yes ___ no ___ Name: _____

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