

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, January 13, 2026 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 December 9, 2025 – *Action Item*
- VI. Review of December Bills—*Action Item*
- VII. Review of December Financial Statements—*Action Item*
- VIII. Committee Reports - December
 - A. Finance – Nancy DeFauw
 - B. Building & Grounds – Ken Circo and Tracy Bohrer
 - Land Survey for Accessibility Project
 - C. Policy & Bylaws – Dan Loucks
 - D. Technology – Mickey Novak
 - E. Communications and Marketing – Courtney Greve Hack and Amy Bilow
 - F. Reading Between the Wines – Amy Bilow and Tracy Bohrer
- IX. Staff Reports— December
 - 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
- XII. New Business
 - A. Illinois Public Library Per Capita and Equalization Aid Grant Application
- 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
December 9, 2025**

Held Tuesday, December 9, 2025 in the Foley Community Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

In Attendance: Courtney Greve Hack, Vice President; Nancy DeFauw, Treasurer; Dan Loucks, Secretary; and Mickey Novak, Trustee.

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

Absent: Ken Circo, President; Amy Bilow, Trustee; Tracy Bohrer, Trustee and Ashley Vimont, Financial Services Manager.

Called to order at 7:39 pm by Courtney Greve Hack, Vice President.

Review of Regular Meeting Minutes - November

Dan Loucks moved, and Mickey Novak seconded, that the Board approve the minutes of the November 11, 2025 regular meeting.

Ayes: DeFauw, Greve Hack, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Review of Current Bills - November

Dan Loucks moved, and Nancy DeFauw seconded, that the Board approve accounts payable check numbers 24480 through 24509, including voided check numbers 24484, and the payment of payroll checks for department numbers 01 through 04, which includes payroll through November 22, 2025, in the total amount of \$188,507.79.

Roll Call Vote:

Ayes: DeFauw, Greve Hack, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements - November

Nancy DeFauw moved, and Dan Loucks seconded, that the Board approve the financial statements for November 30, 2025, subject to audit.

Roll Call Vote:

Ayes: DeFauw, Greve Hack, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Committee Reports
Building and Grounds
Exterior Lighting Proposal

Nancy DeFauw moved, and Dan Loucks seconded, that the Board approve the Artistic Lighting Outdoor proposal of \$4,275.

Roll Call Vote:

Ayes: DeFauw, Greve Hack, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

We received the updated exterior lighting proposals. After a short discussion, the Trustees chose the proposal from Artistic Outdoor Lighting. They had questions about switching the white light bulbs for color light bulbs, and purchasing replacement light bulbs. The Friends will be funding this project.

We're still waiting for the roofer to return to look once again at the ceiling in Director Foley's office.

The sconces and light fixture in the fireplace alcove don't seem to be working. Perhaps there is an issue with the electrical supply. President Circo discovered this during the holiday stroll. Director Foley will ask the electrician to look into this when they are here to replace the chandelier light bulbs.

Technology

Trustee Novak reported that the Technology Committee has the outline for our technology plan. There are many ties to our upcoming long range capital plan. We have reached out to other libraries to get ideas. The committee is meeting again in January and will have more information for the Board afterwards.

Reading between the Wines

Director Foley reported that the sponsor letters all were mailed last week. She will begin to follow up after the holidays.

Staff Reports

Trustee DeFauw acknowledged the YTS Charlie Brown Thanksgiving program.

The Board noted the new online library card registration process.

Assistant Director Silva reported, in addition to meeting with LibraryMarket, we've scheduled a demo with Communico in January to explore a new library calendar / scheduling system. They both have better functionality than our current vendor, however, their monthly fee is more. Currently, our annual fee is \$917.00. Both of these vendors are WCAG 2.2 compliant. We're hoping to make a decision soon, so we can begin the process of building the calendar back end in the fall, with implantation planned for January 2027.

Assistant Director Silva noted again that we're seeing a shift in program attendance away from lecture style programs toward experiential programs. As a result, we're reducing the number of programs we're scheduling in 2026 as well as shifting our focus a bit. We're hoping to schedule more programs that include, cooking demonstrations or other demonstrations, and on-site learning experiences like the tarot card program

and the antiques appraisal. Both the upcoming tarot card program and the Olmsted Society program have waiting lists.

Trustee Greve Hack asked about the November Book or Bust program. We're held this program in November for the last several years. The group meets each week in the month of November with the goal of finishing a novel. Our writers' group, The Wordsmiths' Society, continues to meet monthly.

Director's Report

Director Foley reported that our 2026 liability insurance premium decreased slightly compared to 2025. The meeting with the Village staff went very well. We hope to continue to work in collaboration more in the New Year.

The Holiday Stroll went well. Director Foley thanked the Trustees that helped with Santa and Mrs. Claus. We had a good crowd, but probably less than in years past, most likely due to the extremely cold weather. We counted just a bit more than 400 visitors. Although we didn't sell as many RPL ornaments or Riversideopoly games this year, The Young Entrepreneurs sold nearly all their items.

The gingerbread cookie pictures were a hit. The kids loved choosing their ornaments after their Santa visit.

We had an issue regarding the time for Santa's visit. We need to coordinate with the Holiday Stroll committee next year to get a better understanding of when Santa arrives and when he's scheduled to finish.

The first long range capital planning committee meeting is scheduled for mid-January.

Unfinished Business

Illinois Public Library Standards/Per Capita Grant Requirements

Director Foley shared more information on the new standards / grant requirements. We're within range for the percentage of our budget spent on salaries and benefits. We meet all standards in the Information Services areas.

Announcements

Happy Holidays to all on the Board and staff.

Adjournment

Upon motion by Dan Loucks, seconded by Mickey Novak, and passed unanimously, the meeting was adjourned at 8:05 pm.

President

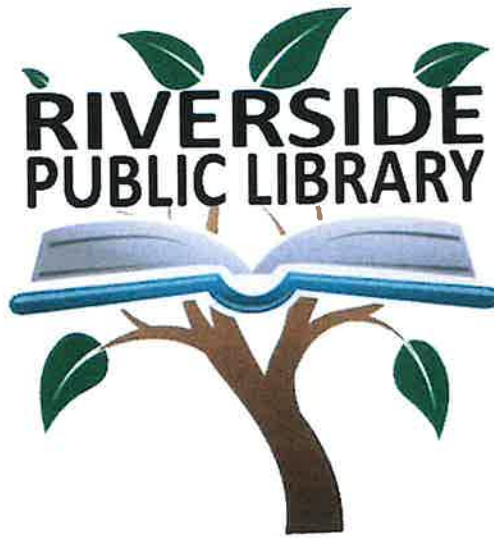
Secretary

Riverside Public Library

CASH DISBURSEMENTS

DECEMBER 2025

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR DECEMBER 2025 ACCOUNTS PAYABLE
AND DECEMBER 2025 PAYROLL = \$84,954.66**

Including voided check #24513

Riverside Public Library
Cash Balances
As of 12/31/2025

	Balance, <u>12/31/2025</u>
Consolidated Operating Funds:	
First American- Checking	63,069.83
First American- Payroll	<u>20,330.62</u>
Total First American accounts	83,400.45
 Illinois Funds	
Tax/Reserve Fund	506,895.85
Capital Improvements Fund	48,319.88
Special Reserve Fund	98,880.88
Working Cash Fund	276,255.92
Library Bond Fund	<u>39,663.77</u>
Total Illinois Funds	970,016.30
 Total Operating Funds Cash Balances	1,053,416.75
 Gift & Endowment Funds:	
Library Gift Fund	145,802.69
Batko Endowment Fund	6,893.64
Lower Level Renovation Fund	59,235.13
General Endowment Fund	11,566.14
Darwin Fund	<u>18,853.26</u>
 Total Gift & Endowment Funds	242,350.86
 Total Funds	<u>1,295,767.61</u>

The Riverside Public Library
Check/Voucher Register - A/P Checks
From 12/1/2025 Through 12/31/2025

Check Number	Check Date	Payee	Check Amount	Transaction Description
24510	12/8/2025	Gina Consolino-Barsotti	100.00	Gift for giving us free programs
24511	12/8/2025	Daniel Flores	50.00	Gift for cleaning the library
24512	12/8/2025	Chris Koziel	100.00	Gift for being a good mail carrier
24514	12/8/2025	Mark Sikora	1,360.00	Glass Sales - November
24515	12/11/2025	Blue Cross Blue Shield of Illinois	4,515.30	HMO - December 2025
24516	12/16/2025	Abila	197.89	Accounting Software
24517	12/16/2025	Alarm Detection Systems, Inc.	1,182.72	Quarterly Charges Jan-Mar
24518	12/16/2025	Bullseye Cleaning Service, Inc.	1,455.00	Snow Removal and De-icing - 5 days
24519	12/16/2025	Garvey's Office Products	192.19	Copy Paper, Paper Towels, Kleenex
24520	12/16/2025	GT Mechanical Projects & Design, Inc.	776.88	Terrace Unit Repair
24521	12/16/2025	Greg Hannah Plumbing	145.00	Water Fountain Filter Replacement
24522	12/16/2025	Ingram Library Services	172.43	10 Titles
24523	12/16/2025	iRead	374.86	Summer Reading T-shirts
24524	12/16/2025	KC Cleaning, Inc.	2,000.00	Janitorial Services
24525	12/16/2025	LACONI, Inc	150.00	Annual Membership
24526	12/16/2025	Lofton Landscaping Company	295.00	Landscaping
24527	12/16/2025	Madison National Life	25.44	Life Insurance - November
24528	12/16/2025	Business Card	1,163.63	Credit Card Purchases
24529	12/16/2025	North Suburban Employee Benefit Co	324.00	PPO Dental - November
24530	12/16/2025	North Suburban Employee Benefit Co	3,924.84	PPO Medical - November
24531	12/16/2025	Riverside Chamber of Commerce	110.00	Annual Membership
24532	12/16/2025	Village of Riverside	85.00	Event Permit and Liquor License
24533	12/16/2025	Scholastic Library Publishing	220.00	Summer Reading Books
24534	12/16/2025	Unique Management Services, Inc.	39.40	November Placements
24535	12/17/2025	Colley Elevator Co.	480.00	Elevator Maintenance
24536	12/22/2025	Delta Dental of Illinois - Risk	32.37	HMO Dental - December 2025
24537	12/22/2025	Delta Dental of Illinois- Vision	39.18	HMO Vision - December 2025
24538	12/22/2025	Madison National Life	36.69	Life Insurance - December 2025
24539	12/29/2025	Blue Cross Blue Shield of Illinois	3,338.65	HMO Medical - January 2026
24540	12/29/2025	Colley Elevator Co.	240.00	Elevator Maintenance
24541	12/29/2025	Demco, Inc.	608.20	Paper, Tape, Book Covers
24542	12/29/2025	Garvey's Office Products	59.31	Garbage Bags
24543	12/29/2025	Illinois Dept of Revenue	11.37	Bingo Tax
24544	12/29/2025	Village of Riverside	5,947.27	December 2025 IMRF
24545	12/29/2025	Risk Program Administrators	1,660.00	Workers Compensation
24546	12/31/2025	Bank of New York Mellon	825.00	Paying agent fee for General Obligation
1664	12/31/2025	Administration	8,524.46	Group: 01
1665	12/31/2025	Information Services	12,618.77	Group: 02
1666	12/31/2025	Children & Youth Services	7,704.22	Group: 03
1667	12/31/2025	Patron Services	<u>13,783.30</u>	Group: 04
			74,868.37	
	12/5/2025	EFTPS - Employer Portion	2,125.43	
	12/19/2025	EFTPS - Employer Portion	2,168.47	
ACH00087	12/31/2025	Leaf	816.96	Copier Rental
ACH00088	12/31/2025	Comcast Cable	238.79	High Speed Internet
ACH00089	12/31/2025	Comcast Cable	<u>499.60</u>	Phone Bill
Report Total			<u>80,717.62</u>	

The Riverside Public Library
Check/Voucher Register - A/P Checks
From 1/13/2026 Through 1/13/2026

Check Number	Check Date	Payee	Check Amount	Transaction Description
24547	1/13/2026	Amazon Capital Sevices	1,179.99	Amazon Purchases
24548	1/13/2026	Cintas Corporation LOC. 769	1,036.97	Mats/Cleaning Supplies
24549	1/13/2026	Garvey's Office Products	49.50	Copy Paper
24550	1/13/2026	Ingram Library Services	1,004.54	Various Titles
24551	1/13/2026	Midwest Tape	<u>966.04</u>	Digital Subscriptions
Report Total			<u>4,237.04</u>	

Amazon Charges Summary
12/01/25 - 12/31/25

19.58	Office Supplies
53.47	Library Supplies
166.10	Books - Fiction
189.75	Movies - Fiction
87.43	LOT
(1.97)	CYS Videogames/DVDs
15.29	STEAM
110.96	Staff Development
35.90	Tech Supplies
9.49	Building Maintenance Supplies
299.99	Equipment Maintenance
117.60	Staff Holiday Gifts
11.97	Memorial Donation
42.45	Bats at the Library
21.98	Hardware
1,179.99	Total

Riverside Public Library
List of credit card charges
Check dated 12/16/2025

9.99	Cricut	Monthly Subscription
24.99	Netflix	Monthly Subscription
32.99	Hulu	Monthly Subscription
18.42	USPS	Postage
440.00	Chicago Tribune	Tribune Schedule
176.38	Malwarebytes	Anti-virus
49.82	Oriental Trading	Summer Reading Expenses
54.92	Deseret Book	Staff Holiday Gifts
103.39	Global Industrial	Water Filter Replacement
19.20	Family Dollar	CYS Supplies
9.93	Aldi	CYS Supplies
224.10	Chomp Shop	STEM Supplies
(0.50)	Bank of America	Credit Card Rewards

1,163.63

Riverside Public Library

FINANCIAL REPORTS

For 12 months ending

December 31, 2025

UNAUDITED



The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 12/31/2025

	<u>Current Period Balance</u>
Assets	
Illinois Fund-Operating Fund	506,895.85
Ill Fund Prime-Special Reserve Fund	(0.01)
1st American-Checking Account	76,698.10
1st American-Payroll Account	268.20
Riverside Bank savings account	0.01
Illinois Fund- Library Bond Fund	(42,292.80)
Property Tax Receivable	(760,590.24)
Due from Other Funds	1,739.38
Due from Gift Fund	594.86
Due from other groups	520.19
Due from Friends of the Library	466.37
Staff Receivables	10.42
Fixed Assets	2,100,381.00
Prepaid Expense	3,373.00
Total Assets	<u><u>1,888,064.33</u></u>
Liabilities	
Accounts Payable	3,757.04
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,087.50
IMRF Payable	(301.82)
Deferred Property Taxes	(760,590.69)
Accrued Payroll	18,548.84
Health Insurance Payable	(5,094.18)
Term Life Insurance Payable	(200.00)
Due to Other Funds	1,767.94
Due to Library Gift Fund	20,530.00
Due to Friends of the Library	431.00
Due to Olmsted Society	20.00
Due to Historical Society	779.50
Due to Preservation Commission	3.00
Investment in Fixed Assets	2,100,381.00
Total Liabilities	<u><u>1,381,058.56</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	256.63
Total Beginning Fund Balances	<u>1,032,176.50</u>
Excess Revenues/(Expenditures)	<u>(525,170.73)</u>
Total Fund Balances	<u><u>507,005.77</u></u>
Total Liabilities & Fund Balances	<u><u>1,888,064.33</u></u>

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 12/1/2025 Through 12/31/2025

	Current Period Actual	Current Year Actual 12 mos. ending 12/31/2025	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2023 Property Tax revenue	0.00	632,380.71	0.00	632,380.71	0.00%
2024 Property Tax Revenue	0.00	(67,367.13)	1,369,986.00	(1,437,353.13)	(104.92)%
Lower Level Bond revenue	0.00	218,950.00	123,000.00	95,950.00	78.01%
Total Property Taxes	<u>0.00</u>	<u>783,963.58</u>	<u>1,492,986.00</u>	<u>(709,022.42)</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	4,594.75	25,839.55	14,000.00	11,839.55	84.57%
Total Inter Government Funds	<u>4,594.75</u>	<u>39,554.10</u>	<u>27,000.00</u>	<u>12,554.10</u>	<u>46.50%</u>
Interest on Operating Funds					
Interest-Illinois Funds	1,781.51	43,870.09	11,000.00	32,870.09	298.82%
Total Interest on Operating Funds	<u>1,781.51</u>	<u>43,870.09</u>	<u>11,000.00</u>	<u>32,870.09</u>	<u>298.82%</u>
Fees for Services					
Fines	206.59	2,794.54	700.00	2,094.54	299.22%
Fax Fees	0.00	3.00	0.00	3.00	0.00%
SPOT revenue/'internet fees'	0.00	15.00	200.00	(185.00)	(92.50)%
Printing Fees	323.41	4,334.51	1,500.00	2,834.51	188.97%
Book & Video Sales	473.22	4,665.12	3,600.00	1,065.12	29.59%
Adult Replacement Fees	69.00	657.00	100.00	557.00	557.00%
CYS Replacement Fees	0.00	289.00	100.00	189.00	189.00%
ILL Fees	0.00	35.00	50.00	(15.00)	(30.00)%
Lost Book Credit	45.00	478.24	100.00	378.24	378.24%
The SPOT revenue	113.00	217.90	0.00	217.90	0.00%
Meeting Room Charges	0.00	225.00	200.00	25.00	12.50%
Total Fees for Services	<u>1,230.22</u>	<u>13,714.31</u>	<u>6,550.00</u>	<u>7,164.31</u>	<u>109.38%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	721.15	(7,317.05)	200.00	(7,517.05)	(3,758.53)%
Donations	9.00	131.85	0.00	131.85	0.00%
Total Miscellaneous Revenue	<u>730.15</u>	<u>(7,185.20)</u>	<u>200.00</u>	<u>(7,385.20)</u>	<u>(3,692.60)%</u>
Total Revenues	<u>8,336.63</u>	<u>873,916.88</u>	<u>1,537,736.00</u>	<u>(663,819.12)</u>	<u>(43.17)%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 12/1/2025 Through 12/31/2025

	Current Period Actual	Current Year Actual- 12 mos. ending 12/31/2025	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	58,754.75	780,501.59	810,000.00	29,498.41	3.64%
Health & Life Insurance	7,282.05	73,115.28	74,000.00	884.72	1.20%
Employer's Portion - IMRF	3,661.81	47,421.19	50,000.00	2,578.81	5.16%
Employer's Portion - FICA	4,293.90	56,906.97	62,000.00	5,093.03	8.21%
Unemployment Comp Expense	12.68	811.85	1,800.00	988.15	54.90%
Total Personnel Services	74,005.19	958,756.88	997,800.00	39,043.12	3.91%
Supplies					
Office Supplies	118.58	2,420.11	2,500.00	79.89	3.20%
Library Supplies	671.75	2,499.87	3,000.00	500.13	16.67%
Building Maintenance Supplies	893.09	8,386.37	9,000.00	613.63	6.82%
Ink Cartridges	0.00	1,275.95	1,500.00	224.05	14.94%
Total Supplies	1,683.42	14,582.30	16,000.00	1,417.70	8.86%
Contractual Services					
Janitorial	2,000.00	24,250.00	30,000.00	5,750.00	19.17%
Water	0.00	2,713.47	4,000.00	1,286.53	32.16%
Gas	0.00	9,962.62	15,000.00	5,037.38	33.58%
Building Maintenance	2,353.76	23,377.52	32,000.00	8,622.48	26.95%
Small Equipment Maintenance	0.00	906.15	1,000.00	93.85	9.38%
Equipment Maintenance	2,499.59	16,769.35	20,000.00	3,230.65	16.15%
Furnishings & Equipment	0.00	0.00	5,000.00	5,000.00	100.00%
Copier Rental & Maintenance	816.96	9,612.70	11,000.00	1,387.30	12.61%
Total Contractual Services	7,670.31	87,591.81	118,000.00	30,408.19	25.77%
Electronic Resources					
On-line Data Bases	966.04	20,393.31	32,000.00	11,606.69	36.27%
SWAN Computer	0.00	23,633.00	30,000.00	6,367.00	21.22%
Internet Expense	499.60	3,126.29	3,200.00	73.71	2.30%
Patron Subscription services	57.48	3,500.26	4,500.00	999.74	22.22%
Total Electronic Resources	1,523.12	50,652.86	69,700.00	19,047.14	27.33%
Information Services					
Books	882.48	17,714.18	20,500.00	2,785.82	13.59%
Standing Order Books	137.10	3,761.77	4,500.00	738.23	16.41%
Periodicals	440.00	8,933.16	10,000.00	1,066.84	10.67%
Videos	189.75	2,601.82	3,000.00	398.18	13.27%
Library of Things expenses	87.43	324.68	500.00	175.32	35.06%
The SPOT expenses	0.00	484.04	650.00	165.96	25.53%
Total Information Services	1,736.76	33,819.65	39,150.00	5,330.35	13.62%
Children/Youth Services					
CYS Juvenile Books	141.63	3,581.26	5,000.00	1,418.74	28.37%
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	(1.97)	276.02	300.00	23.98	7.99%
CYS Young Adult	32.32	935.51	2,000.00	1,064.49	53.22%
CYS Easy Books	64.10	2,607.28	3,000.00	392.72	13.09%
CYS DVD	0.00	487.97	700.00	212.03	30.29%
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	239.39	455.08	400.00	(55.08)	(13.77)%
Total Children/Youth Services	475.47	8,395.09	12,350.00	3,954.91	32.02%
Marketing/Public Relations					

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 12/1/2025 Through 12/31/2025

	Current Period Actual	Current Year Actual- 12 mos.ending 12/31/2025	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS Programming	92.93	1,070.62	1,000.00	(70.62)	(7.06)%
Adult Programming	0.00	5,083.77	5,000.00	(83.77)	(1.68)%
Library Programs	0.00	485.00	1,000.00	515.00	51.50%
Advertising Expenses	149.82	447.52	5,000.00	4,552.48	91.05%
Binding	0.00	0.00	200.00	200.00	100.00%
Newsletter Expense	0.00	15,756.54	16,000.00	243.46	1.52%
Total Marketing/Public Relations	242.75	22,843.45	28,200.00	5,356.55	18.99%
Administration					
Shipping Charges	18.00	579.79	600.00	20.21	3.37%
Legal Services	0.00	8,103.11	5,000.00	(3,103.11)	(62.06)%
Credit Bureau	39.40	768.30	600.00	(168.30)	(28.05)%
Telephone	238.79	5,837.22	7,500.00	1,662.78	22.17%
Postage	18.42	707.97	1,000.00	292.03	29.20%
Treasurer's Bond	0.00	500.00	1,000.00	500.00	50.00%
Liability Insurance	1,660.00	26,257.03	27,000.00	742.97	2.75%
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	150.00	755.00	750.00	(5.00)	(0.67)%
Accounting Expenses	197.89	2,667.97	5,000.00	2,332.03	46.64%
Staff Development	110.96	1,496.86	4,000.00	2,503.14	62.58%
Bond repayment	0.00	123,000.00	123,000.00	0.00	0.00%
Credit Card/Bank Fees	24.13	333.95	700.00	366.05	52.29%
Miscellaneous Expense	1,085.00	4,479.67	8,500.00	4,020.33	47.30%
Board Expense	0.00	529.31	1,000.00	470.69	47.07%
Capital Expense	0.00	0.00	27,500.00	27,500.00	100.00%
Total Administration	3,542.59	180,503.03	218,150.00	37,646.97	17.26%
Technology					
Technology Supplies	35.90	733.58	1,000.00	266.42	26.64%
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	21.98	3,886.30	6,000.00	2,113.70	35.23%
E-Library Subscription Svs	186.37	12,135.77	14,500.00	2,364.23	16.31%
Computer Software	0.00	110.74	2,000.00	1,889.26	94.46%
Total Technology	244.25	17,286.38	27,500.00	10,213.62	37.14%
Total Operating Expense	89,600.74	1,323,778.59	1,457,150.00	133,371.41	9.15%
Miscellaneous Expenses					
Lost ILL Expense	0.00	(544.75)	0.00	544.75	0.00%
Transfer to Other Funds	0.00	25,000.00	0.00	(25,000.00)	0.00%
Total Miscellaneous Expenses	0.00	24,455.25	0.00	(24,455.25)	0.00%
Total Budgeted Expenses	91,123.86	1,398,886.70	1,526,850.00	127,963.30	8.38%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 12/1/2025 Through 12/31/2025

	Current Period Actual	Current Year Actual-12 mos.ending 12/31/2025	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2023 Property Tax revenue	0.00	632,380.71	0.00	632,380.71	0.00%
2024 Property Tax Revenue	0.00	(67,367.13)	1,369,986.00	(1,437,353.13)	(104.92)%
Lower Level Bond revenue	0.00	218,950.00	123,000.00	95,950.00	78.01%
Total Property Taxes	0.00	783,963.58	1,492,986.00	(709,022.42)	(47.49)%
Inter Government Funds	4,594.75	39,554.10	27,000.00	12,554.10	46.50%
Interest	1,781.51	43,870.09	11,000.00	32,870.09	298.82%
Fees for Services	1,230.22	13,714.31	6,550.00	7,164.31	109.38%
Misc Revenue	730.15	(7,185.20)	200.00	(7,385.20)	(3,692.60)%
Total Revenues	8,336.63	873,916.88	1,537,736.00	(663,819.12)	(43.17)%
Total Revenue	<u>8,336.63</u>	<u>873,916.88</u>	<u>1,537,736.00</u>	<u>(663,819.12)</u>	<u>(43.17)%</u>
Expenditures					
Personnel Services	74,005.19	958,756.88	997,800.00	39,043.12	3.91%
Supplies	1,683.42	14,582.30	16,000.00	1,417.70	8.86%
Contractual Services	7,670.31	87,591.81	118,000.00	30,408.19	25.77%
Information Services	1,736.76	33,819.65	39,150.00	5,330.35	13.62%
Electronic Resources	1,523.12	50,652.86	69,700.00	19,047.14	27.33%
Children/Youth Services	475.47	8,395.09	12,350.00	3,954.91	32.02%
Marketing/Public Relations	242.75	22,843.45	28,200.00	5,356.55	18.99%
Administration	3,542.59	180,503.03	218,150.00	37,646.97	17.26%
Technology	244.25	17,286.38	27,500.00	10,213.62	37.14%
Total Expenditures	91,123.86	1,374,431.45	1,526,850.00	152,418.55	9.98%
Miscellaneous Expenses					
Misc Expenses	0.00	24,455.25	0.00	(24,455.25)	0.00%
Total Miscellaneous Expenses	0.00	24,455.25	0.00	(24,455.25)	0.00%
Total Expenditures	<u>91,123.86</u>	<u>1,398,886.70</u>	<u>1,526,850.00</u>	<u>127,963.30</u>	<u>8.38%</u>
Excess Revenues(Expenditures)	<u>(82,787.23)</u>	<u>(524,969.82)</u>	<u>10,886.00</u>	<u>(535,855.82)</u>	



Outlook

b2-25064 FW: 42866 - b2-25p130 IL Riverside PL - RFP: Survey for Library Entrance for new ADA Ramp

From Timothy Berneche <timothy@berneche2.com>
Date Wed 1/7/2026 8:42 AM
To janicefoley riversidelibrary.org <janicefoley@riversidelibrary.org>
Cc Kenneth Circo (Ken@circoarchitects.com) <Ken@circoarchitects.com>

1 attachment (286 KB)
 42866-TP.pdf;

Good morning, and Happy New Year.

We now have the survey of the library property. We also have the cad file as of this morning and we'll start developing concepts. I'll let you know when we have something to review.

Thanks.

tim berneche, ncarb, principal... **berneche2 architecture, pc...** 314 illinois street... glen ellyn, illinois 60137.5669... 630.534.6654 phone... 630.962.9394 cell... timothy@Berneche2.com... <https://www.Berneche2.com>

From: Carradus Land Survey Office <office@carraduslandsurvey.com>
Sent: Monday, January 5, 2026 3:00 PM
To: Timothy Berneche <timothy@berneche2.com>
Subject: Re: 42866 - b2-25p130 IL Riverside PL - RFP: Survey for Library Entrance for new ADA Ramp

Tim,

Good afternoon!

I have attached the PDF of the survey for you.

Let me know if you have any questions or need anything else.

Thanks,

Eric

Carradus Land Survey

191 S. Gary Avenue, Suite 180

Entrance N-1

Carol Stream, IL 60188

(630)588-0416

[Visit Carradus Land Survey's Website](#)

From: Timothy Berneche <timothy@berneche2.com>
Sent: Wednesday, December 31, 2025 9:17 PM
To: Carradus Land Survey Office <office@carraduslandsurvey.com>
Subject: RE: 42866 - b2-25p130 IL Riverside PL - RFP: Survey for Library Entrance for new ADA Ramp

Okay, thank you.

tim berneche, ncarb, principal... **berneche2 architecture, pc...** 630.962.9394 <http://www.Berneche2.com>

From: Carradus Land Survey Office <office@carraduslandsurvey.com>
Sent: Wednesday, December 31, 2025 2:47 PM
To: Timothy Berneche <timothy@berneche2.com>
Subject: Re: 42866 - b2-25p130 IL Riverside PL - RFP: Survey for Library Entrance for new ADA Ramp

Good afternoon!

We have this in drafting right now and should have the drawing completed either Friday or Monday. We will forward it to you as soon as it is ready.

Have a Happy New Year!

Eric

Carradus Land Survey

191 S. Gary Avenue, Suite 180

Entrance N-1

Carol Stream, IL 60188

(630)588-0416

[Visit Carradus Land Survey's Website](#)

From: Timothy Berneche <timothy@berneche2.com>

Sent: Wednesday, December 31, 2025 6:20 AM

To: Carradus Land Survey Office <office@carraduslandsurvey.com>

Subject: RE: 42866 - b2-25p130 IL Riverside PL - RFP: Survey for Library Entrance for new ADA Ramp

Good morning,

I am checking on the status of this survey. Let me know thanks.

PS: Thanks also for the very nice gift of the chocolates; they were outstanding!

tim berneche, ncarb, principal... [berneche2 architecture, pc...](#) 630.962.9394 <http://www.Berneche2.com>

From: Carradus Land Survey Office <office@carraduslandsurvey.com>

Sent: Wednesday, December 17, 2025 2:40 PM

To: Timothy Berneche <timothy@berneche2.com>

Subject: Re: 42866 - b2-25p130 IL Riverside PL - RFP: Survey for Library Entrance for new ADA Ramp

Hello,

The field work is complete and we should have the drawing ready for you later this week.

Marilyn

Carradus Land Survey

191 S. Gary Avenue, Suite 180

Entrance N-1

Carol Stream, IL 60188

(630)588-0416

[Visit Carradus Land Survey's Website](#)

From: Timothy Berneche <timothy@berneche2.com>

Sent: Wednesday, December 17, 2025 10:30 AM

To: Carradus Land Survey Office <office@carraduslandsurvey.com>

Subject: FW: 42866 - b2-25p130 IL Riverside PL - RFP: Survey for Library Entrance for new ADA Ramp

Good Morning,

I know the weather hasn't been favorable for field work but I'm checking to see when you might have this survey to us.

Please advise, thanks.

tim berneche, ncarb, principal... [berneche2 architecture, pc...](#) 630.962.9394 <http://www.Berneche2.com>

From: Carradus Land Survey Office <office@carraduslandsurvey.com>

Sent: Monday, November 17, 2025 3:10 PM

To: Timothy Berneche <timothy@berneche2.com>

Subject: Re: 42866 - b2-25p130 IL Riverside PL - RFP: Survey for Library Entrance for new ADA Ramp

Good Afternoon,

Attached, please find the Order Confirmation for the above property address.

Have a great day!

Ashley

Carradus Land Survey

191 S. Gary Avenue, Suite 180
Entrance N-1
Carol Stream, IL 60188
(630)588-0416

[Visit Carradus Land Survey's Website](#)

From: Carradus Land Survey Office <office@carraduslandsurvey.com>

Sent: Friday, November 14, 2025 3:00 PM

To: Timothy Berneche <timothy@berneche2.com>

Subject: Re: b2-25p130 IL Riverside PL - RFP: Survey for Library Entrance for new ADA Ramp

We will look for it in the mail. I will go ahead and start on this file.

Marilyn

Carradus Land Survey

191 S. Gary Avenue, Suite 180
Entrance N-1
Carol Stream, IL 60188
(630)588-0416

[Visit Carradus Land Survey's Website](#)

From: Timothy Berneche <timothy@berneche2.com>

Sent: Friday, November 14, 2025 1:00 PM

To: Carradus Land Survey Office <office@carraduslandsurvey.com>

Subject: RE: b2-25p130 IL Riverside PL - RFP: Survey for Library Entrance for new ADA Ramp

Hi, we were approved for this library ramp project, and I am ready to accept your survey proposal.

Attaches is a signed copy, which I will mail with the \$500 retainer check.

We look forward to working with you again!

tim berneche, ncarb, principal... [berneche2 architecture, pc...](#) 630.962.9394 <http://www.Berneche2.com>

From: Carradus Land Survey Office <office@carraduslandsurvey.com>

Sent: Monday, November 3, 2025 3:41 PM

To: Timothy Berneche <timothy@berneche2.com>

Subject: Re: b2-25p130 IL Riverside PL - RFP: Survey for Library Entrance for new ADA Ramp

Timothy,

Please see attached proposal for the above property. Please let me know if you have any questions.

Marilyn

Carradus Land Survey

191 S. Gary Avenue, Suite 180
Entrance N-1
Carol Stream, IL 60188
(630)588-0416

[Visit Carradus Land Survey's Website](#)

From: Timothy Berneche <timothy@berneche2.com>

Sent: Friday, October 31, 2025 9:14 AM

To: Carradus Land Survey Office <office@carraduslandsurvey.com>

Subject: b2-25p130 IL Riverside PL - RFP: Survey for Library Entrance for new ADA Ramp

Hello Al and Marilyn,

We are putting together a proposal to do a new ramp for:

Riverside Public Library
1 Burling Road
Riverside, Illinois 60546

1/7/26, 9:30 AM

Mail - janicefoley riversidelibrary.org - Outlook

I'm looking to have you do a survey of this area with topography and spot elevations of thresholds, walks, and the existing ramp itself. We will need this at the front / north side of the building best illustrated by the screenshot. I've also attached drawings done by and historical wing of the AIA.

Please send me a proposal for this work. Let me know if you have any questions.

Thanks much,
Tim

tim berneche, ncarb, principal... **berneche2 architecture, pc...** 314 illinois street... glen ellyn, illinois 60137.5669... 630.534.6654 phone... 630.962.9394 cell... timothy@Berneche2.com... <https://www.Berneche2.com>

Circulation and Computer Services

December 2025

Sharon Shroyer

The Holiday Stroll, as always, was a very nice evening and a wonderful start to the holiday season.

The new digital app that replaced Boundless, The Palace Project, started up on December 2nd. I have not heard of any issues from patrons, so everything seems to be going well. Boundless was our least used digital app so the disruption has been minimal.

I am happy to say that the issues we were having with Hoopla at the beginning of 2025, have remained non-existent since May. We have not had a patron blocked since May 13th.

Our Library of Things circulation went up 20% this year, Consumer Reports usage increased by 29%, and our newspaper archives usage increased by 37%.

Computer Services

I am completing the install of the remote software on the rest of the staff and public workstations. This has proved to be a successful and time saving solution to trouble shooting this past year.

This month, Joshua Logan wrapped up his practicum. We really enjoyed having Joshua at the Library! He was incredibly helpful, always had thoughtful questions, and was willing to try all types of new tasks. I am sure Joshua will shine at whatever Library is lucky enough to have him as an employee.

Highlights

Storytimes and Programs for Young Children—Anne, Bridget and Mandi ran our regular storytimes this month. We were thankful to have Yoga Storytime presented by Stephanie of the Treehouse and Ninja Storytime presented by Tony of Ninja Squad. Fran also lead clay day for littles this month and we had our regular playtimes including Little Hands Playtime, and Family Playtime. Bridget's Tummy Time participants made some cute festive reindeer using hand and foot prints.

Afterschool Activities—Mandi held a clay day for our Imagination Explorers who previously said they would like to play with clay too! Fran taught the Imagination Explorers how to make an adorable popsicle stick reindeer.

We also had many teens studying in the Library for finals this month. We put together brain break kits with snacks and activities for those teens to enjoy.

Holiday Spirit – Thank you to Fran for decorating the department! Also a big thank you to Mandi, Fran and Joshua for helping out at the Holiday Stroll. We moved the craft for kids to the program room and Mandi supervised the Young Entrepreneurs, who sold their creations at the stroll. We had many great things for sale including crocheted items, jewelry, bedazzled lip gloss, felted animals and paintings. I cannot wait to see what we can do with our Young Entrepreneurs in the future.

We also got ready for the holidays with our annual performance by the Hauser Jr. High Jazz Band. This is one of my favorite events. They truly fill the whole building with music and cheer. Thank you to Mr. Fenne and his group for bringing us this program each year.

Additionally, we had two weekend opportunities for kids and teens to make gifts leading up to the holidays.

Winter Break Activities—We had a busy winter break in our department. We showed the movie *Elf*, complete with treats. Bridget also led a Snowy Storytime over winter break that was a big hit! Fran did a candy cane taste test for grade schoolers. I did a Pringles taste test for teens and the favorite flavor was BBQ. I also planned our annual Noon Year's Eve Dance Party, which is always a ton of fun.

School Outreach—Our regular outreach visits continued with Bridget visiting the Hollywood CD class, Anne visiting the Early Learners, Francesca visiting RPC, and Mandi and Bridget visiting Building Blocks.

YOUTH & TEEN SERVICES STATISTICS – December 2025	
Reference questions asked	<u>158</u>
Informational questions asked	<u>192</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
12/1/2025	Mini Storytime 9:30 am	6			6	
12/1/2025	Mini Storytime 10 am	6			6	
12/1/2025	Tummy Time	5			5	
12/1/2025	Visit to RPC	30			2	
12/2/2025	Tummy Time	7			7	
12/2/2025	Learning Crates		4		2	
12/2/2025	Preschool/Kindergarten ST	4			2	
12/3/2025	RB Transitions Book Club			7	3	
12/3/2025	Young Entrepreneur Meet Up			2		
12/4/2025	Little Hands Playtime	6			5	
12/4/2025	Early Learners Storytime AM 1	5			8	
12/4/2025	Early Learners Storytime AM 2	28			8	
12/4/2025	Early Learners Storytime PM	30			10	
12/4/2025	Imagination Explorers		5			
12/5/2025	Yoga Storytime	6			5	
12/5/2025	Holiday Stroll Craft					83
12/6/2025	Make A Gift: Pipe Cleaner Trees					18
12/8/2025	Mini Storytime 9:30 am	6			6	
12/8/2025	Mini Storytime 10 am	9			7	
12/9/2025	Tummy Time	9			12	
12/9/2025	Visit to Building Blocks	4			2	
12/10/2025	RB Transitions Book Club			8	3	
12/11/2025	Ninja Storytime	10			8	
12/11/2025	Little Hands Playtime	2			3	
12/12/2025	Mini Storytime 9:30 am	3			3	
12-Dec	Mini Storytime 10 am	5			6	
12/12- 12/15	Finals Brain Break Kits			14		
12/13/2025	Hauser Jazz Band Concert					85
12/15/2025	Mini Storytime 9:30 am	6			6	
12/15/2025	Mini Storytime 10 am	8			8	
12/15/2025	Tummy Time	2			2	
12/15/2025	Visit to Building Blocks	11			1	
12/15/2025	Visit to RPC	30			2	
12/16/2025	Tummy Time	5			5	
12/16/2025	Visit to Hollywood CD		7		3	

YOUTH & TEEN SERVICES – December 2025 – Nora Durbin

12/17/2025	Clay Day Mornings	5			5	
12/17/2025	Clay Day Afternoons	4			3	
12/18/2025	Little Hands Playtime	5			5	
12/18/2025	Imagination Explorers: Reindeer		5		1	
12/19/2025	Mini Storytime 9:30 am	3			3	
12/19/2025	Mini Storytime 10 am	4			4	
12/20/2025	Make a Gift: Ornament					35
12/22/2025	Movie: Elf	2	4		2	
12/23/2025	Snowy Storytime	10			8	
12/27/2025	Legopalooza		8		6	
12/29/2025	Candy Cane Taste Test		8			
12/30/2025	Pringles Taste Test		1	2		
12/31/2025	Noon Year's Eve	11	4		9	
After School (15 Days)		365				
Phone Charger Checkout		10				
Board Game Usage		48				
Nintendo Switch Usage		7				
Study Room Usage		37				
Interactions with non-English speakers		0				

December 2025 Information Services Update

Diane Silva

A Team Effort!

The IS Team had the challenge of fitting in lots on unused vacation time in the last 6 weeks. A big thank you to the entire group – we all worked some unusual hours and picked up odd desk shifts to make sure everyone (particularly me) could get their deserved breaks.

The Palace Project Goes Live

On December 4th, eRead Illinois completed the transfer from the defunct Boundless app to The Palace Project. The speed of the transition was quite impressive!

Book Ordering Updates

We hadn't seen real Ingram delays in the early Fall after the sudden closure of Baker & Taylor, but it hit hard in November and December. No shipments arrived for the 3 weeks after Thanksgiving. I reached out to our representative and got a "we're working on it" response. Books started coming again on December 18. As of today, we have 80 titles published in 2025 that we have yet to receive (8 of those just released on 12/23 or 12/30) for a total outstanding cost of \$1,336.80. The bulk of this delay will impact our 2026 budget. We are working on ordering farther out in advance and I added additional authors to our auto-ship lists to ensure we get in the queue as early as possible. We'll keep monitoring the budget impact.

Programming Updates

December marked the first anniversary of our Wordsmith's Society Writing Group. We have a consistent group of 6 members coming monthly to work on their writing together. Kudos to Gabe for his dedication to this program. Similarly it has been a little over a year since we moved all book clubs to evening hours and the results have exceeded our expectations with attendance ranging from 8 to 14. Thanks to Jordan, Brent, and Maureen.

Statistics

The SPOT Appointment - 4
The SPOT Open Hours (6 sessions) - 5
Drop In Tech Help (1 sessions) - 1
Book Discussion – 5
Chess Club – (5 sessions) – 59
Red Cross Blood Drive – 37
SPOT Family Craft - 11
Craft – Positivity Jar - 9

SPOT – Keepsake Ornament by appt – 4
Mahjong (3 sessions) - 14
Asahi (3 sessions) – 17
Meditation (2 sessions) - 11
Wordsmith's Society – 6

Passive

General Passive – 185

Patron Interactions – Another quiet month. 513 patron interactions as of 12/30, 3 ESL

Riverside Public Library
Miscellaneous Statistics - December 2025

Dec-25	Dec-24	YTD 2025	YTD 2024
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Reference Statistics

Questions Asked - Adult	513	611	6418	7026
Questions Asked - Youth Services	350	358	3512	3442

Internet Usage - Adult
- CYS

Total Usage

223	230	2506	2241
230	140	2639	2098
453	370	5145	4339

Holdings

Adult Titles Added	126	156	1644	1471
CYS Titles Added	21	67	643	650
Total Titles Added	147	223	2287	2121
Adult Titles Withdrawn	11	344	1793	1521
CYS Titles Withdrawn	8	11	1471	125
Total Titles Withdrawn	19	355	3264	1646

Total Holdings

62652	63662
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Library Programs - Active

Children 0-5	32	10	284	208
Children 6-11	7	1	100	76
YA 12-18	3	2	44	35
Adults 19+	18	24	259	258
General Interest (Mixed)	10	5	87	67
Totals	70	42	774	644

Library Programs - Active Attendance

Children 0-5	287	123	2488	286
Children 6-11	46	6	1738	1832
YA 12-18	18	8	640	339
Adults 19+	297	223	3709	3338
General Interest (Mixed)	291	686	5503	6280
Totals	939	1046	14078	12075

Library Programs - Passive

Children 0-5	5	1	1556	31
Children 6-11	3	0	20	8
YA 12-18	2	0	6	1
Adults 19+	0	1	16	27
General Interest (Mixed)	3	1	39	42
Totals	13	3	1637	109

Library Programs - Passive Attendance

Children 0-5	43	23	636	589
Children 6-11	28	0	185	77
YA 12-18	16	0	37	10
Adults 19+	0	40	392	625
General Interest (Mixed)	136	80	2949	4327
Totals	223	143	4199	5628

Community Programs
Attendance

11	11	78	100
133	152	994	916

Study Room Use	37	NA	281	NA
New Library Cards Issued	22	41	420	459
Library Attendance	7723	8290	75809	76278
Notary Service	28	12	180	142
Checkouts	4477	4393	46472	45351
Renewals	3319	3370	29303	31091
Checkins	5839	5547	55092	51963
Total Circulation	13635	13310	130867	128405
Interlibrary Loans				
Loaned	949	873	8851	8427
Borrowed	1175	1066	10650	9917
Reciprocal Borrowing				
Loaned to Other Library Patrons	557	610	4975	5485
RPL Patrons Borrowing Elsewhere	1209	1026	11320	11372
Digital Resources				
Hoopla	421	393	3173	3490
Palace Project/Boundless	68	112	978	1110
Libby (Digital Library of Illinois)	2170	1888	15884	13585
Web Site Total Hits	3655	4210	37666	37189
Wireless Statistics	500	792	15522	11314
Online Databases				
Ancestry.com				
Searches	92	153	3244	3685
Returns	273	495	5616	5934
Encyclopaedia Britannica				
Sessions (Discontinued)	0	12	95	189
Newsbank				
Searches	0	0	208	108
Consumers Reports				
Sessions	19	0	87	60
Searches	169	0	900	737
Additional Statistics				
Newspaper Archives				
Searches	16	54	267	230
Museum Passes				
Issued	15	14	145	119
Library of Things				
Equipment	36	69	633	573
Kits	9	12	116	102
Spot Collection Use	7	7	89	93

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

Administration

I completed the Per Capita Grant application based on the standards review from November and December. The document should be approved at the January 14 Board meeting and then it will be submitted by the January 30th deadline. As soon as this grant is sent, we will begin working on the IPLAR (Annual Report for State Library). The IPLAR is due within 60 days after the fiscal year ends. The State certification through RAILS will be submitted on January 2 when that document is available.

The tax bill delays are causing problems for area schools and some smaller libraries. We have a 6 month reserve so we are still okay. Hopefully the problems will be solved soon and the tax revenues will start coming in.

Gallagher provided the management team a program on Important Employment Practices on December 17. It was an informative session. This is part of the risk management component of our LIRA membership.

Staff evaluations will take place in January this year but the annual raise letters were given to all staff in December. I have completed the evaluations for administrative and management staff, which will be done the first two weeks of January.

Staff holiday gifts were wrapped and handed out to all staff members before Christmas. It was great to be able to do this for our great staff.

Preparation for the staff in-service has begun.

A cheese and gift box was sent to the Library from Holton Brothers. It was shared to all the Staff. A beautiful poinsettia plant was given by Michael Marrs and Klein, Thorpe and Jenkins. It is on display on the Circulation Services desk. Friend and Village Trustee Cristin Evans brought staff a treat box for the holiday and President Circo gave staff a bin of popcorn. We are fortunate to have such great supporters of the staff!

Sponsorship letters for Reading between the Wines 2026 were sent the first week of December. As of December 31, we have received \$1,200 in sponsorships from five sponsors. The smaller number of wine glasses were ordered (124). We had to use a new company this year as the one who did previous glasses went out of business. I submitted the Special Event and Liquor License application to the Village and am waiting for the approval. After I receive the liquor permit, I can apply with the State.

Community Outreach and Partnerships

The Holiday Stroll on December 5th was a great event. Mr. and Mrs. Santa Claus graced us with their presence and made a lot of children very happy! Unfortunately the jolly couple left at 8 pm and we had to turn away a few children. I brought this up with the Stroll Committee. They said that the contract was until 9 pm. They will talk with Mr. and Mrs. Claus for next year.

Building and Grounds

Unfortunately due to the building permit process, the exterior lighting project could not be done this year. We will be first on the docket in spring 2026.

We have contracted with Andersen Construction to replace burnt out chandelier light bulbs on the main level. They will do this during our in-service, so there will be no problems for patrons.

Snow removal was necessary several days in December. We had such a light year last year I guess our luck ran out. They are excellent and we are fortunate to have them doing our snow removal.

Regular elevator maintenance took place this month.

Replacement of our water fountain filter was necessary.



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 12/15/2025
Re: Per Capita Grant

Thank you for reviewing the Standards for the Per Capita Grant. I have completed this year's grant application based on the forms and discussions we held. After the application is approved by the Board I will submit it to the State in plenty of time for the January 30th deadline.



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

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

Certification of Eligibility

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials. Pursuant to 75 ILCS 10/ Illinois Library System Act and 23 Ill. Adm. Code 3035.110.

As the duly authorized representative of the library, by entering my name below, I certify that the applicant library:

- ☒ **Has adopted the American Library Association's Library Bill of Rights** that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

- ☐ **Is providing a written policy or procedure, approved and in force at the applicant library(s)**, declaring the inherent authority of the library to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

I also certify that at the request of the State Librarian, the library agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

Prefix: Ms First Name: Janice Last Name: Foley
(e.g., Mr., Ms., Mx., Dr., etc)

Title: Library Director Pronouns: she/her Date: _____

Illinois Public Library Per Capita and Equalization Aid Grants

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library must meet the definition of a library and public library, and be recognized by the Illinois State Library as a full member of an Illinois library system, which includes completion of the most recent Illinois Public Library Annual Report (IPLAR).

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

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

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

Legal Name of Library: Riverside Public Library

Library's Control Number: 30579 Branch Number: 00 Today's Date: 10/30/2025

Contact information of the person completing this grant application:

Prefix: Ms. First Name: Janice Last Name: Foley
(e.g., Mr., Ms., Mx., Dr., etc)

Title: Library Director Pronouns: she/her Phone Number: (708) 442-6366

Email Address: janicefoley@riversidelibrary.org

Library's mailing address to receive grant payments:

Address 1: 1 Burling Road

Address 2: _____

City: Riverside State: IL ZIP + 4: 60546-2259

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

Service Area Population 9298

Please use the Illinois Public Library Service Area Map to obtain the most accurate service area population.

Changes in the population count or the library's service require documentation and supporting information. Contact the Illinois State Library to document this change. Documentation must include one of the following:

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

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

Part I. Review of Illinois Public Library Standards

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

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

The Library Director and the Board of Trustees shall review the entirety of each of the 12 topics described the Illinois Public Library Standards. To complete this application, refer to the chart within each topic and indicate the level at which your library meets each standard (Core, Intermediate, or Advanced).

1.) Access

☒ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

The Riverside Public Library meets all of the Core, Intermediate, and Advanced Access Standards set by the Illinois Library Association. Repairs to the Disability Ramp are needed and we will need to make extensive changes to bring it up to code because of the repairs.

Because we do not have the land to physically enlarge the current building, all of our space needs revolve around fitting them in the current configuration of the building.

2.) Advocacy and Community Engagement

☒ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

The Library's Trustees and Management team actively engage in Advocacy and Community Engagement within the Village. All Core Standards are met in this category with emphasis on community involvement. We also meet most of the Intermediate and Advanced Standards. The Library participates in the Village's Farmers' Market, partners With with local commissions and organizations on programs and events, and has built a strong relationships with schools in the area. These connections enable us to better assess library usage by residents. Elected officials in the village are active library users, and we have established relationships with state and federal elected officials. They often host constituent meet ups and programs in the building. Memberships in ALA and ILA, and staff involvement in RAILS, keep us informed on state and federal issues relevant to libraries and our community.

3.) Buildings and Grounds

☒ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

Upkeep of a 95 year old, historic landmark building is certainly a challenge but we work hard to provide the maintenance needed to keep the building and grounds in good shape. While we have a Capital Improvement Plan, it is outdated and a Committee to write a new one will be formed in 2026. Our checklist for building and grounds maintenance is currently being updated due to additional services. We do not currently have a maintenance manual of all building systems since we have maintenance agreements with HVAC, Sprinkler System, and other similar providers. We do have a complete listing of those providers should be need more information.

As part of our LIRA membership, we had an appraisal of the building and contents in 2022/23. LIRA provides us with extensive yet affordable insurance coverage. Reading the standards under this category has brought to our attention that we need to require more frequent password changes for Library staff/computers and will begin doing so.

4.) Collection Management

☒ **Library meets all Core Standards**

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

Our Collection Policy is up for review in 2026. We do not foresee many changes as it affirms the Library Bill of Rights and represents the community it serves. Several years ago we began a Spanish Language collection to better serve a segment of our patron population. We are fortunate to have 9.8% of our annual budget allotted to material expenditures. Our Friends of the Library pay for all board book purchases as part of their Friends for the Future Campaign which acknowledges the birth/adoption of a baby/child in the Village. We also receive many patron donations to purchase books in memory of deceased family members or friends.

5.) Finance and Budget

☒ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

Board and Administration works very hard to make sure the Library is fiscally healthy and responsible. As a result, many of the standards in the intermediate and advanced levels are met. We have a dedicated Financial Coordinator who handles the day to day operations involving expenditures and income. Monthly reports are provided to the Board and our Auditor helps keep us up to date with GASB principles and internal controls. Financial Policies are scheduled for review in 2026.

6.) Governance and Administration

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

The Library does not have a separate orientation program for new Trustees. They are given pertinent documents to familiarize them with the Library. This is the only core standard not met in Governance and Administration. ILA and RAILS offer Trustee Education programs and these will be made available to Trustees who want to further their knowledge as Library Trustees. We will also work on a Orientation Program to use for future Trustees.

7.) Human Resources

☒ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

The Library meets all the Core Standards and with the exception of one, meets all the Intermediate Standards as well. The Library does not have a succession plan for staff with specialized knowledge such as the Assistant Director, Financial Coordinator and Financial Coordinator. It does make sense to do such a plan because these positions require skill sets outside an ordinary hiring. We will begin work on such a plan in 2026 to help plan for the future.

Due to budgetary concerns we do not offer tuition reimbursement for staff members. We do pay for continuing education workshop and programs.

8.) Information Services

☒ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

We currently meet all of the Core Standards as well as many of the intermediate and advanced, We will be investigating culturally sensitive cataloging terminology to see if we are in need of any changes to our current cataloging practices. This

9.) Marketing and Promotion

☒ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

Currently, the Library's print and digital marketing materials do not all comply with all local, state, and federal accessibility laws and standards. A committee of staff members are currently addressing this standard for our website's accessibility. While the library uses a variety of methods to promote programs services and collections, we do not have a formal Marketing Plan. Formulating one will be addressed in 2026. In 2025 we were pleased to add a Library Mascot to our branding in the form of Dewey the Gargoyle.

10.) Programming

☒ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

We meet all the Core Standards and believe we do a great job providing a variety of programs to appeal to the diversity of patrons in our community. The advanced goal we have not be involved with is the library designs dedicated programs for patrons with specific needs (e.g. autism, dementia, low vision) We make all of our programs as accessible as needed but we have not focused specific programs for this segment of our population. We also have not had any requests for these types of programs.

11.) Safety and Emergency Preparedness

☒ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

While we meet all the Core Standards under Safety and Emergency Preparedness, we need to continue to make training a priority by more frequent updates to written procedures and consistent training for staff during In-Service Day. Staff has been very hesitant to participate in First Aid, CPR and AED training so we will continue to stress the importance of such medical training and the benefits for all. We have not stressed emergency and safety procedures from the patron point of view and will work with the Local Fire Department to schedule drills to help with this standard. Our Disaster Recovery Plan is available on our network and backups are done on a frequent basis. We need to address recovery plan for technology and this will fall under the Technology Committee purview.

12.) Technology

☒ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

While we meet the Core Standards listed for Technology, it is this area where we plan to focus on in 2026. This will include our Technology Plan, our budgeting towards Technology and also determining what falls under the umbrella of Technology at the Library. The Technology Committee has already started this process at the end of 2025 and will continue in the new year.

Part IIa: Planned Use of Public Library Per Capita Grant Funds [All Applicants]

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards outlined in Illinois Public Library Standards (23 ILAC 3035.115). Use general categories in identifying planned expenditures. Do NOT include monetary figures or specific brand.

As we have done in the past, PerCapita funds received are used to purchase materials for both adults and children. These purchases includes books, videos, learning kits etc. Providing additional resources for our patrons is important to the Library.

Part IIb: Planned Use of Equalization Aid Grant Funds

An Equalization Aid Grant is a supplemental award in addition to a library's per capita allotment. **This section is required to be completed only by libraries informed they are eligible for this award.**

Describe the additional objectives and priorities for use of Equalization Aid grant monies to meet or improve performance levels in relation to the standards outlined in the Illinois Public Library Standards (23 ILAC 3035.115). Use general categories in identifying planned expenditures. Do NOT include monetary figures or specific brands.

NA