

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, March 14, 2023 in the Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:30 pm
- II. Roll Call
- III. Welcome Guests
- IV. Public Comment
- V. Approve Minutes of February 14, 2023—*Action Item*
- VI. Review of Current Bills—*Action Item*
- VII. Review of Financial Statements—*Action Item*
- VIII. Committee Reports
 - A. Finance—Michael Hagins
 - B. Building & Grounds—Ken Circo
 1. Patron Services Lighting Project—*Action Item*
 2. The Spot Studio GC Design Rendering
 - C. Policy & Bylaws—Patrick White
 - D. Technology—Michael Hagins
 - E. Communications and Marketing—Courtney Greve Hack
- IX. Staff Reports—February
 - A. Children & Youth Services Manager—Nora Durbin
 - B. Patron Services & Computer Services Manager—Sharon Shroyer
 - C. Information Services—Diane Silva
 - D. Monthly Statistics
- X. Director's Report—Janice Foley
- XI. Unfinished Business
- XII. New Business
 - A. 2022 Year-End Fund Transfer—*Action Item*
 - B. New Bank Account at Riverside Bank—*Action Item*
 - C. Disaster/Emergency Plan Revisions—*Action Item*
- XIII. Announcements
 - A. Library Trustee Forum Spring Workshops
- XIV. Correspondence & FYIs
 - A. Reading Between the Wines Email Correspondence
- 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
February 14, 2023**



Held Tuesday, February 14, 2023 in the 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; Michael Hagins, Treasurer; Jane Birmingham, Secretary; Christine Long, Trustee; Jen Pacourek, Trustee; and Patrick White, Trustee

Also in Attendance: Janice Foley, Library Director; Diane Silva, Assistant Director; Christine Lane, Administrative Assistant; Jane Wilhelm, Accountant

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

Welcome Guests: Dr. Maria Hawk; Tim Fiala; and Laura Witteman

Christine Long arrived at 7:35 pm.

Public Comment

Dr. Maria Hawk, one of the patrons who submitted a *Request for Reconsideration of Library Materials* regarding the book *Gender Queer* by Maia Kobabe, and spoke during last month's public comment, returned once again to exercise her right to address the Board. She expressed her disagreement with the Board's decision at last month's meeting, and requested that a different book, *Johnny the Walrus* by Matt Walsh, be considered for our collection in order to represent an alternate point of view. Tim Fiala and Laura Witteman also addressed the Board during their allotted five minutes each. They both represented similar viewpoints to Dr. Hawk, and they, too, offered to donate *Johnny the Walrus* for our collection. The Board thanked the guests for attending.

Review of Minutes

Courtney Greve Hack moved, and Jen Pacourek seconded, that the Board approve the minutes of the January 10, 2023 regular meeting.

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 23176 through 23201, 23205 through 23211, 23213 through 23219, z00019 and z00020, in the total amount of \$102,228.60, including voided check number 23212, which includes payroll through January 31, 2023.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Director's Report

The Board reviewed the Library Director's report. The Library Director stated that she needs volunteers for the Reading Between the Wines event on February 25, and that she is in need of large trays for serving food. The RBTW committee will be meeting on February 15.

New Business

Staff Inservice

Jen Pacourek moved, and Christine Long seconded, that the Board approve the closing of the Library on Friday, March 17 for the annual staff inservice.

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek

Nays: White

Abstained: None

The motion passed.

Emergency Paid Sick Leave Termination

Jane Birmingham moved, and Jen Pacourek seconded, that the Board approve the termination of the Paid Sick Leave Due to COVID-19 Employee Policy, effective May 11, 2023.

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

IPLAR 2023

Courtney Greve Hack moved, and Jen Pacourek seconded, that the Board approve the Illinois Public Library Annual Report [IPLAR] 2023.

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

2022 Annual Report

The Board loved the 2022 Annual Report. The Library Director stated that the report will be published in the next newsletter.

Announcements

Jen Pacourek brought banana bread to share!

Correspondence

Ken Circo commented on the phenomenal emails that the Library received after the last Board meeting.

Adjournment

Upon motion by Jen Pacourek, seconded by Christine Long, and passed unanimously, the meeting was adjourned at 8:44 pm.

President

Secretary

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 2/1/2023 Through 2/28/2023

Check Number	Check Date	Payee	Check Amount	Transaction Description
23202	2/2/2023	Coverall North America, Inc	1,948.00	Cleaning services- February
23203	2/2/2023	Carol LaChapelle	200.00	Versatile Journal program
23204	2/2/2023	Library Furniture International	3,214.50	1/2 of display shelves for CYS
23220	2/8/2023	Blue Cross Blue Shield of Illinois	5,457.83	HMO medical- February
23221	2/8/2023	NCPERS-IL IMRF	32.00	Term life- Forsyth & Silva
23222	2/8/2023	North Suburban Employee Benefit Coc	1,767.58	PPO medical- January
23223	2/8/2023	Village of Riverside	396.00	Water & sewer November & December
23224	2/8/2023	Amanda Vicary	150.00	True crime stories program
23225	2/8/2023	Jane Wilhelm	83.87	RBTW food items
23226	2/14/2023	Delta Dental of Illinois - Risk	92.05	HMO dental- February
23227	2/14/2023	Delta Dental of Illinois- Vision	32.65	Vision- February
23228	2/14/2023	Business Card	2,537.03	Credit card purchases
23229	2/14/2023	Minuteman Press of Lyons	103.50	RBTW posters
23230	2/14/2023	Patricia Margaret Schlesinger	150.00	Colleen Moore program
23231	2/14/2023	TIAA, FSB	550.00	Copier rental
23232	2/22/2023	Aunt Diana's	30.00	Chocolates for RBTW
23233	2/22/2023	Aurora Public Library District	69.45	Hale & Pham virtual author visit
23234	2/22/2023	Minuteman Press of Lyons	11.50	RBTW posters
23235	2/22/2023	Village of Riverside	5,019.93	February 2023 IMRF
23236	2/22/2023	Jane Wilhelm	25.69	RBTW supplies
23237	2/27/2023	Madison National Life	30.72	Life insurance- February
23238	2/27/2023	North Suburban Employee Benefit Coc	216.00	PPO dental- January
23239	2/27/2023	Riverside Foods	257.26	RBTW cheese trays and ice
Z00021	2/23/2023	Comcast Cable	233.85	High speed internet
Z00022	2/23/2023	Comcast Cable	447.97	Phone bill
1365	2/3/2023	Administration	4,244.08	Group: 01; Pay Date: 2/3/2023
1366	2/3/2023	Information Services	4,995.97	Group: 02; Pay Date: 2/3/2023
1367	2/3/2023	Children & Youth Services	4,079.08	Group: 03; Pay Date: 2/3/2023
1368	2/3/2023	Patron Services	6,571.81	Group: 04; Pay Date: 2/3/2023
1369	2/17/2023	Administration	4,240.06	Group: 01; Pay Date: 2/17/2023
1370	2/17/2023	Information Services	4,995.97	Group: 02; Pay Date: 2/17/2023
1371	2/17/2023	Children & Youth Services	4,206.73	Group: 03; Pay Date: 2/17/2023
1372	2/17/2023	Patron Services	<u>6,705.44</u>	Group: 04; Pay Date: 2/17/2023
Total			63,096.52	
EFTPS Electronic Tax payment- Employer portion- 02/03/23			2,005.42	
EFTPS Electronic Tax payment- Employer portion- 02/17/23			<u>2,028.81</u>	
Report Total			<u>67,130.75</u>	

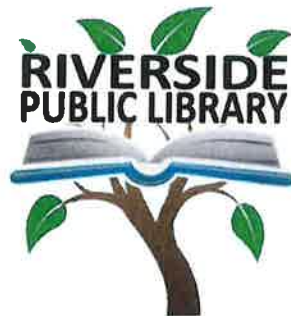
Riverside Public Library

FINANCIAL REPORTS

For 2 Months Ending

February 28, 2023

UNAUDITED



The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 2/28/2023

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	433,751.79
1st American-Checking Account	113,230.05
1st American-Payroll Account	267.71
Property Tax Receivable	328,647.37
Due from Other Funds	5,650.20
Due from other groups	96.17
Staff Receivables	(66.88)
Fixed Assets	1,260,414.00
Amount Provided for Vacation	<u>23,590.00</u>
Total Assets	<u><u>2,165,580.41</u></u>
Liabilities	
Accounts Payable	10,867.53
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,227.90
IMRF Payable	(47.90)
Deferred Property Taxes	328,647.37
Accrued Payroll	18,548.84
Accrued Vacation Pay	23,590.00
Health Insurance Payable	(1,208.36)
Term Life Insurance Payable	(177.12)
Due to Other Funds	1,265.00
Due to Library Gift Fund	(25.00)
Due to Friends of the Library	10.00
Due to Historical Society	120.00
Investment in Fixed Assets	<u>1,260,414.00</u>
Total Liabilities	<u><u>1,643,171.69</u></u>
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	583,685.71
Restricted for Audit	(97.25)
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	<u>256.63</u>
Total Beginning Fund Balances	582,043.88
Excess Revenues/(Expenditures)	<u>(59,635.16)</u>
Total Fund Balances	<u>522,408.72</u>
Total Liabilities & Fund Balances	<u><u>2,165,580.41</u></u>

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 2/1/2023 Through 2/28/2023

	Current Period Actual	Current Year Actual 2 mos. ending 2/28/2023	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2021 Property tax revenue	5,393.47	306,303.92	1,259,965.00	(953,661.08)	(75.69)%
Lower Level Bond revenue	0.00	0.00	121,800.00	(121,800.00)	(100.00)%
Total Property Taxes	<u>5,393.47</u>	<u>306,303.92</u>	<u>1,381,765.00</u>	<u>(1,075,461.08)</u>	<u>(77.83)%</u>
Inter Government Funds					
Per capita state grants	0.00	0.00	13,000.00	(13,000.00)	(100.00)%
Corporate Replacement Taxes	4,737.74	13,443.89	10,000.00	3,443.89	34.44%
Total Inter Government Funds	<u>4,737.74</u>	<u>13,443.89</u>	<u>23,000.00</u>	<u>(9,556.11)</u>	<u>(41.55)%</u>
Interest on Operating Funds					
Interest-Illinois Funds	1,738.58	3,700.73	1,250.00	2,450.73	196.06%
Total Interest on Operating Funds	<u>1,738.58</u>	<u>3,700.73</u>	<u>1,250.00</u>	<u>2,450.73</u>	<u>196.06%</u>
Fees & Services					
Fines	120.70	344.05	500.00	(155.95)	(31.19)%
Fax Fees	28.50	68.00	250.00	(182.00)	(72.80)%
Maker Space fees/Internet fees	0.00	0.00	3.00	(3.00)	(100.00)%
Printing Fees	260.40	571.83	1,200.00	(628.17)	(52.35)%
Book & Video Sales	386.25	692.00	2,500.00	(1,808.00)	(72.32)%
Adult Replacement Fees	0.00	0.00	100.00	(100.00)	(100.00)%
CYS Replacement Fees	23.00	47.00	200.00	(153.00)	(76.50)%
ILL Fees	0.00	0.00	35.00	(35.00)	(100.00)%
Lost Book Credit	0.00	0.00	100.00	(100.00)	(100.00)%
Meeting Room Charges	0.00	25.00	100.00	(75.00)	(75.00)%
Total Fees & Services	<u>818.85</u>	<u>1,747.88</u>	<u>4,988.00</u>	<u>(3,240.12)</u>	<u>(64.96)%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	12.85	68.35	200.00	(131.65)	(65.83)%
Memorial Book Donations	0.00	0.00	250.00	(250.00)	(100.00)%
Donations	0.00	101.99	100.00	1.99	1.99%
CREATE revenue	0.00	0.00	5,000.00	(5,000.00)	(100.00)%
Total Miscellaneous Revenue	<u>12.85</u>	<u>170.34</u>	<u>5,550.00</u>	<u>(5,379.66)</u>	<u>(96.93)%</u>
Total Revenues	<u>12,701.49</u>	<u>325,366.76</u>	<u>1,416,553.00</u>	<u>(1,091,186.24)</u>	<u>(77.03)%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 2/1/2023 Through 2/28/2023

	Current Period Actual	Current Year Actual-2 mos. ending 2/28/2023	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS Toys & Puzzles	0.00	0.00	100.00	100.00	100.00%
CYS Storytime Resources	0.00	0.00	100.00	100.00	100.00%
CYS Steam	0.00	0.00	400.00	400.00	100.00%
Total Children/Youth Services	329.49	1,768.64	12,600.00	10,831.36	85.96%
Marketing/Public Relations					
CYS Programming	105.70	125.49	300.00	174.51	58.17%
Adult Programming	537.87	872.74	4,000.00	3,127.26	78.18%
Library Programs	17.99	493.97	500.00	6.03	1.21%
Advertising Expenses	0.00	0.00	1,500.00	1,500.00	100.00%
Binding	0.00	0.00	500.00	500.00	100.00%
Newsletter Expense	0.00	0.00	15,000.00	15,000.00	100.00%
Total Marketing/Public Relations	661.56	1,492.20	21,800.00	20,307.80	93.16%
Administration					
Shipping Charges	38.36	87.35	450.00	362.65	80.59%
Legal Services	2,126.00	4,334.00	1,500.00	(2,834.00)	(188.93)%
Credit Bureau	(45.00)	8.95	600.00	591.05	98.51%
Telephone	487.97	1,187.94	9,000.00	7,812.06	86.80%
Postage	18.22	43.98	1,000.00	956.02	95.60%
Treasurer's Bond	0.00	0.00	500.00	500.00	100.00%
Liability Insurance	0.00	20,982.10	25,000.00	4,017.90	16.07%
Audit Fees	0.00	0.00	3,900.00	3,900.00	100.00%
Seminars, Conferences, Meetings	0.00	0.00	500.00	500.00	100.00%
Membership Dues	0.00	485.00	700.00	215.00	30.71%
Accounting Expenses	240.65	399.22	2,500.00	2,100.78	84.03%
Staff Development	804.81	897.47	2,000.00	1,102.53	55.13%
Bond repayment	0.00	0.00	121,800.00	121,800.00	100.00%
Credit Card/Bank Fees	11.23	32.50	900.00	867.50	96.39%
Miscellaneous Expense	0.00	20.00	8,000.00	7,980.00	99.75%
Board Expense	0.00	123.10	1,000.00	876.90	87.69%
Capital Expense	0.00	0.00	30,000.00	30,000.00	100.00%
Total Administration	3,682.24	28,601.61	209,350.00	180,748.39	86.34%
Technology					
Technology Supplies	325.07	347.03	1,000.00	652.97	65.30%
Computer Consultant	0.00	0.00	2,500.00	2,500.00	100.00%
Network Maintenance	0.00	1.99	2,500.00	2,498.01	99.92%
Computer Hardware & Equipment	131.91	683.84	6,000.00	5,316.16	88.60%
E-Library Subscription Svs	201.63	3,494.57	7,500.00	4,005.43	53.41%
Computer Software	0.00	340.00	1,500.00	1,160.00	77.33%
Total Technology	658.61	4,867.43	21,000.00	16,132.57	76.82%
Total Operating Expense	80,502.50	189,825.58	1,343,000.00	1,153,174.42	85.87%
Miscellaneous Expenses					
Lost ILL Expense	0.00	95.98	0.00	(95.98)	0.00%
Transfer to Other Funds	0.00	42,000.00	0.00	(42,000.00)	0.00%
Total Miscellaneous Expenses	0.00	42,095.98	0.00	(42,095.98)	0.00%
Total Budgeted Expenses	82,371.15	239,976.79	1,407,500.00	1,167,523.21	82.95%

RBTW 2023 Revenue and Expenses

Revenue	<u>Total</u>
<u>Ticket sales</u>	
Tickets- cash and checks at library	500.00
Tickets-Square (gross)	105.00
Tickets- Ticketleap	7,825.00
Raffle tickets	<u>720.00</u>
Total tickets	9,150.00
 <u>Sponsors</u>	
Rory & Co. Real Estate Experts	500.00
College Hunks of Brookfield (Smego LLC)	100.00
Friends of the Library	1,000.00
Gaslight Realty	500.00
First American Bank	100.00
Sheila Gentile	250.00
Wintrust Bank	500.00
GT Mechanical	500.00
Studio GC (<u>750.00</u>
Total Sponsors	4,200.00
 Total Revenue	 13,350.00
 Summary expenses:	
Wine glasses	624.00
Minuteman signs	115.00
Liquor licenses	110.00
Napkins, plates, cups	59.35
Misc non-food	108.42
Cheese trays	197.97
Ice	59.29
Other food items	<u>213.87</u>
	 <u>1,487.90</u>
 Net Revenue	 <u>11,862.10</u>

Belcore

ELECTRICAL CONTRACTORS AND ENGINEERS

1600 Main Street
Melrose Park, IL 60160
708-345-1344 (Office) 708-253-9930 (Cell)

Proposal

Submitted by: Anthony Belcore III	Riverside public Library
Pages: 2	2022 lighting upgrade
Date: 2-13-23	Admin Area

Belcore Electric proposes to do all electrical work as specified by the scope listed below for the following amount:

Base Bid.....\$12,300.00

Scope:

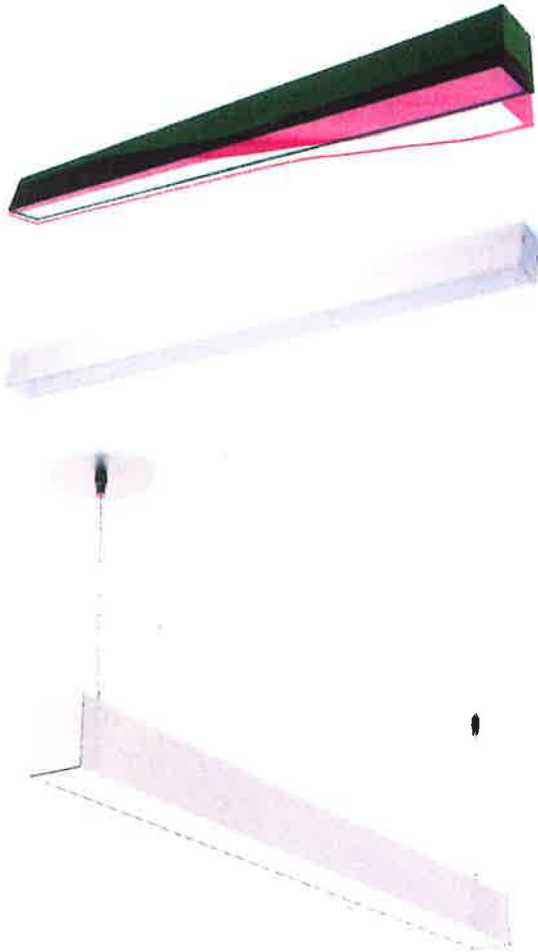
- Remove and reinstall three 2X4 lights. Upgrade to LED
- Remove 18 1X4 lights, 1 track light and one pendant.
- Install 10 new 8 foot surface mounted lights and 3 new 4 foot surface mounted lights.
- Replace switch in admin office.
- Dispose of removed light fixtures, ballasts and bulbs in accordance with EPA.



INDUSTRIAL AND COMMERCIAL
LIGHTING MFR SINCE 2003

PROJECT NAME: _____
 CATALOG NUMBER: _____
 NOTES: _____
 FIXTURE SCHEDULE: _____

LED Linear Fixture



This linear down light fixture can fulfil a number of lighting needs. It is available in 4 foot and 8 foot lengths and in white or black finishes (other finishes available as a special order). It can be surface, wall, recessed and pendant mounted. A switch inside the fixture allows the selectable CCT (3500K / 4000K / 5000K) to be set in the field. It is constructed of extruded aluminum and has a snap in polycarbonate diffuser to help reduce glare.

Features:

- Includes 10' adjustable hanging cables
- Includes 10', 5 wire power feed cable and canopy
- Wattage:
 - o 4 Foot: 40W
 - o 8 Foot: 80W
- CCT Selectable: 3500K / 4000K / 5000K
- Voltage: 120-277V
- 0-10V Dimmable
- Lifetime: 50000+ hours
- Operating Temp: -22°F to 104°F (-30°C to 40°C)
- cULus and Damp Location Listed
- 5 Year Warranty



SKU	Dimensions	Finish	Lumens
BEAMLED4-40W-3CT-DMV-WH	47 7/16" L x 2 3/4" W x 3 3/8" H	White	3500K = 4600
			4000K = 4880
			5000K = 4720
BEAMLED4-40W-3CT-DMV-BK	47 7/16" L x 2 3/4" W x 3 3/8" H	Black	3500K = 4440
			4000K = 4720
			5000K = 4520
BEAMLED8-80W-3CT-DMV-WH	94 1/2" L x 2 3/4" W x 3 3/8" H	White	3500K = 9200
			4000K = 9760
			5000K = 9440
BEAMLED8-80W-3CT-DMV-BK	94 1/2" L x 2 3/4" W x 3 3/8" H	Black	3500K = 8880
			4000K = 9440
			5000K = 9040

Lighting Supplier Since 2003



WAREHOUSE-LIGHTING.COM

Warehouse-Lighting.com
 2750 South 163rd St
 New Berlin, WI 53151

Warehouse-Lighting.com

Phone: 888-454-4480

info@warehouse-lighting.com

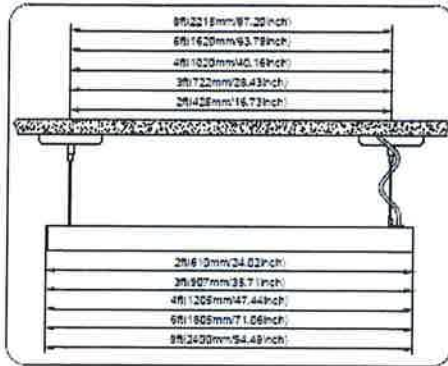


INDUSTRIAL AND COMMERCIAL
LIGHTING MFR SINCE 2003

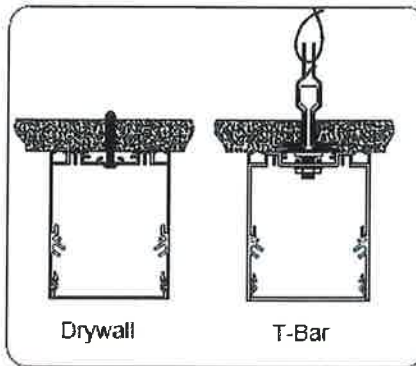
LED Linear Fixture

INSTALLATION

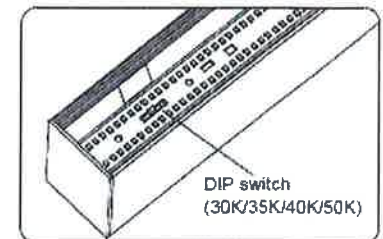
Installation Dimension(suspended)



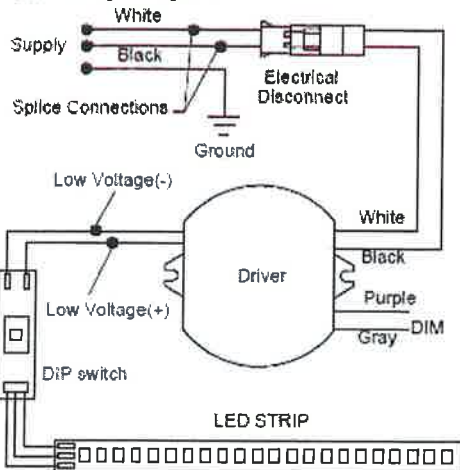
Surface mounted



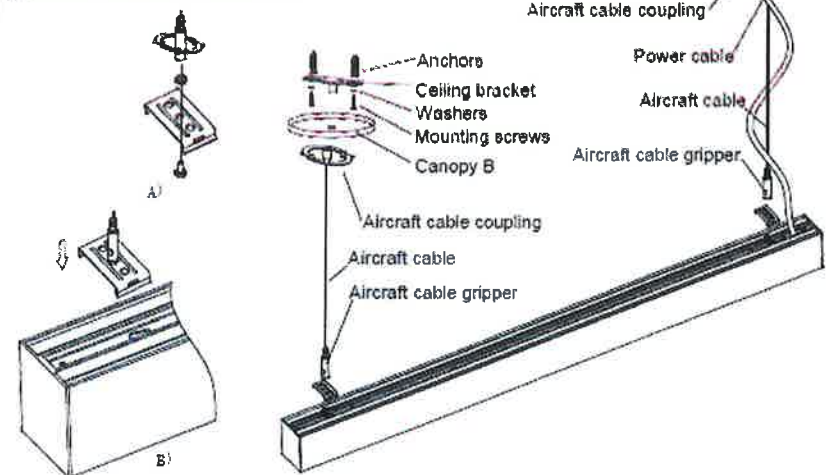
Dip switch for CCT(OPTION)



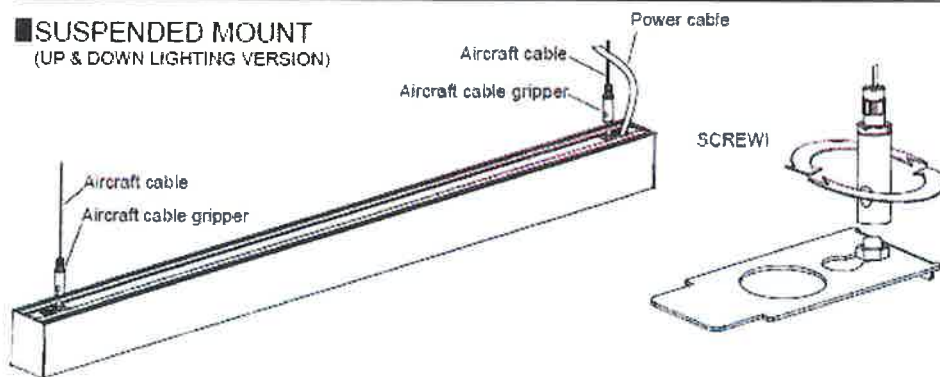
Wiring Diagram



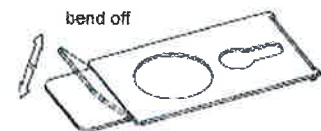
SUSPENDED MOUNT



SUSPENDED MOUNT (UP & DOWN LIGHTING VERSION)



Installation Dimension	
2ft	488mm/19.13inch
3ft	783mm/30.83inch
4ft	1081mm/42.56inch
6ft	1681mm/66.18inch
8ft	2274mm/89.53inch



When connection is necessary,
please bend off!

Lighting Supplier Since 2003



WAREHOUSE-LIGHTING.COM

Warehouse-Lighting.com
2750 South 163rd St
New Berlin, WI 53151

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Warehouse-Lighting.com
Phone: 888-454-4480
info@warehouse-lighting.com



PROJECT NAME: _____ CATALOG NUMBER: _____
 NOTES: _____ FIXTURE SCHEDULE: _____

LED Edge Lit Flat Panel

The LED edge lit flat panel is designed to create uniform light distribution without hot spots, flicker or glare. The aluminum frame allows for the fixture to be fit in a drop ceiling (t-bar) grid, pendant hung with the cable kit or can be surface mounted with the optional surface mount kit. Great for replacing old fluorescent fixtures or for new construction, the fixture comes in 3 sizes: 1'x4', 2'x2' and 2'x4'.

Features:

- Voltage: 120-277V
- CRI: 80
- 0-10V dimmable
- Life: 50000 Hours

2x2

- Wattage: 30
- CCT: 4000K, 5000K

2x4

- Wattage: 50
- CCT: 4000K, 5000K

1x4

- Wattage: 40
- CCT: 4000K, 5000K

2x4

- Wattage: 72
- CCT: 4000K, 5000K



DLC Partner: Gielight

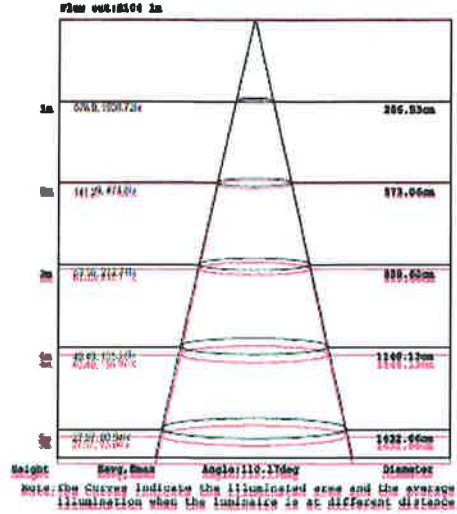
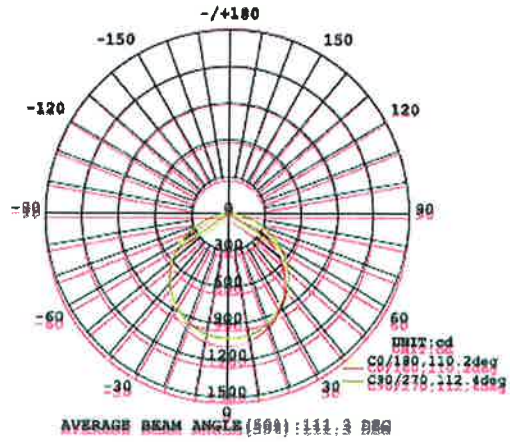
Size	Gen 1 SKU	Wattage	Lumens	CCT	Gen 2 SKU	Wattage	Lumens	CCT	EMB
2x2	PL-30W-66-28-TG-01-4000K	30	4200	4000K	PL-22-30W-L-H-4000K	30	3938	4000K	
	PL-30W-66-28-TG-01-4000K-EM				Yes				
	PL-30W-66-28-TG-01-5000K	5000K	4200	PL-22-30W-L-H-5000K	5000K	3966			
	PL-30W-66-28-TG-01-5000K-EM			Yes					
1x4	PL-40W-123-28-TG-09-4000K	40	5211	4000K	PL-14-40W-L-H-4000K	40	5661	4000K	
	PL-40W-123-28-TG-09-4000K-EM				Yes				
	PL-40W-123-28-TG-09-5000K	5000K	5600	PL-14-40W-L-H-5000K	5000K	5722			
	PL-40W-123-28-TG-09-5000K-EM			Yes					
2x4	PL-50W-126-28-TG-01-4000K	50	6475	4000K	PL-24-50W-L-H-4000K	50	6869	4000K	
	PL-50W-126-28-TG-01-4000K-EM				Yes				
	PL-50W-126-28-TG-01-5000K	5000K	7000	PL-24-50W-L-H-5000K	5000K	7057			
	PL-50W-126-28-TG-01-5000K-EM			Yes					
	PL-72W-126-28-TG-01-4000K	72	9471	4000K	PL-24-72W-L-H-4000K	72	9471	4000K	
	PL-72W-126-28-TG-01-5000K		10100		5000K				PL-24-72W-L-H-5000K



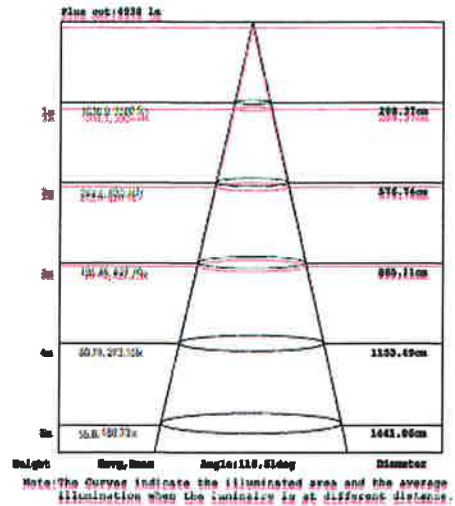
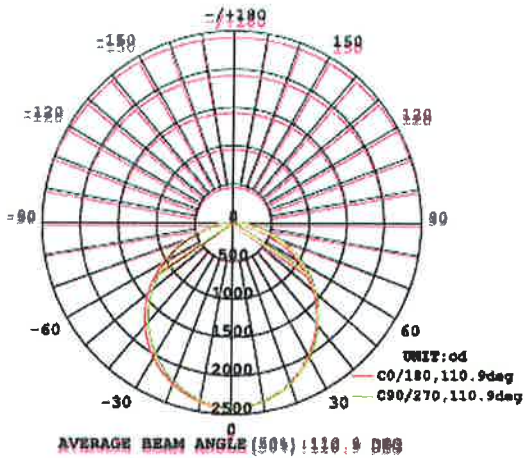
Warehouse-Lighting.com
 2750 South 163rd St
 New Berlin, WI 53151

Warehouse-Lighting.com
 Phone: 888-454-4480
info@warehouse-lighting.com

2X2 LUMINOUS INTENSITY DISTRIBUTION DIAGRAM



2X4 LUMINOUS INTENSITY DISTRIBUTION DIAGRAM



Warehouse-Lighting.com
 2750 South 163rd St
 New Berlin, WI 53151

Warehouse-Lighting.com
 Phone: 888-454-4480
info@warehouse-lighting.com

February was full of Schools Out fun and two virtual author visits! Big thanks for community members Stephanie Roldan and Audrey Connelly for partnering with us this month for programs.

Highlights

Storytimes and Playtimes—Our weekly storytimes continued in February. Anne, Bridget and Mandi planned and presented storytimes. Anne visited District 96 classes. Stephanie Roldan presented two yoga storytimes this month. We also had some extra Little Hands playtimes, in addition to our weekend family playtimes.

School’s Out Programs— We had multiple programs over the long President’s Day weekend. Mandi made a presidential Guess Who game and Nikki made some pages of presidential trivia. Both were available all weekend long.

Nikki and Jordan ran a drop-in button making program.

Bridget planned, and I helped with, an indoor beach party where we played games like musical beach towels and the limbo.

Audrey Connelly of Nannies for Nonprofits presented a program on Loving Your Inner Child where kids and families made positive affirmation posters and listened to stories.

After School Programming—Nikki presented two after school programs this month. At Crafternoon, teens made pom poms. At STEAM Explorers, elementary school age children made oobleck. Kids also attended our Pokémon and Chess Meet Up programs.

Virtual Author Visits—We had two kid/teen centered virtual author visits this month. The first was Newbery Honor/Caldecott Medal winning author Kwame Alexander. This was part of the Illinois Libraries Present collaboration, and we had an in-person watch party along with an opportunity for kids and teens to watch from home.

The second was a virtual visit with Shannon Hale and LeUyen Pham, known for their popular books including the *Real Friends* and *Princess in Black* series. This visit was coordinated by Caitlin Backus of the Aurora Public Library. It was really great to be able to provide these opportunities to our patrons.

CHILDREN & YOUTH SERVICES STATISTICS – February 2023

Reference questions asked	<u>248</u>
Informational questions asked	<u>368</u>

Program Name	Date	Attendance
RB Transitions Book Club	2/1/23	7 teens, 3 adults
Yoga Storytime (2 sessions)	2/3/23	15 kids, 9 adults
1 st Saturday Storytime	2/4/23	5 kids, 6 adults
Mini Movers Storytime (2 sessions)	2/6/23	14 kids, 13 adults
Little Hands Playtime	2/7/23	7 kids, 6 adults
RB Transitions Book Club	2/8/23	6 teens, 3 adults
RPC Preschool Visit	2/8/23	14 kids, 2 adults
Pokémon Club	2/9/23	6 kids

February 2023
Sharon Shroyer

Patron Services

I finished updating all records for patrons who have long overdue material or who have been sent to the collection agency. I will now start on the list of patrons who are reported as moved according to SWAN. This also helps to clean up our database and update patron information.

Hoopla is certainly getting more popular. We have patrons hitting our daily limit earlier in the day than before. Our monthly budget is divided by the days in a month. Where the limit used to be hit at 10 or 11pm; now we are seeing it reached at 6 or 7pm or earlier. Today it was reached at 10:49am. Whatever balance that is left from the monthly budget rolls forward to the next month. Last year, we were rolling forward on average \$200-300 to the next month. Since September, that has changed. Our last three months saw us roll over \$0.27, \$2.27, and \$0.18.

The three new circulating laptops were also popular in February, getting checked out 6 times in less than a month.

Computer Services

The issues with the new calendar software seem to be solved.

Our GoDaddy email software was no longer supported by them and we had to migrate to Office 365. I changed most of the settings on our end and GoDaddy transferred all of our files, folders, and email. The new email went live on Monday, February 27th. We are still dealing with a few bounced emails and, unfortunately, our contacts did not transfer. I may have to move those over manually with some instructions from GoDaddy as an aid.

I have ordered the new computer equipment and software for The Spot. I hope to get everything in and set up by the end of the month. I also ordered my new computer. I usually run my computer to the end of its life and it is definitely at that point.

Riverside Public Library
Miscellaneous Statistics - February 2023

	Feb-23	Feb-22	YTD 2023	YTD 2022
Reference Statistics				
Questions Asked - Adult	682	713	1585	1362
Questions Asked - Youth Services	616	398	1150	789

Internet Usage - Adult	283	228	10317	428
- CYS	187	76	321	148
Total Usage	470	304	10638	576

Holdings				
Adult Titles Added	98	191	226	314
CYS Titles Added	39	92	133	190
Total Titles Added	137	283	359	504

Adult Titles Withdrawn	144	110	217	224
YS Titles Withdrawn	47	247	102	364
Total Titles Withdrawn	191	357	319	588

Total Holdings			63392	62538
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Adult Programs				
Number of Library Programs	16	9	26	15
Number of Community Programs	8	4	16	4
Library Program Attendance	539	106	630	159
Community Program Attendance	86	36	164	36
Total Adult Program Attendance	625	142	794	195
Total Adult Take & Make Users	52	61	104	93

Children and Youth Services				
Children 0-11 Passive Programs	2	4	4	9
Children 0-11 Active Programs	34	8	68	16
YA 12-18 Passive Programs	1	0	7	2
YA 12-18 Active Programs	6	0	8	0
Number of Passive CYS Programs	0	0	8	11
Number of Active CYS Programs	0	0	69	16

Children Pass. Prog. Attendance	36	125	71	250
YA Passive Prog. Attendance	12	12	57	24
Children Active Prog. Attendance	388	487	903	974
YA Active Prog. Attendance	64	0	77	0
Total Passive Prog. Attendance	48	137	128	274
Total Active Prog. Attendance	452	487	528	974

New Library Cards Issued	46	49	92	88
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Library Attendance	6778	5653	13496	10233
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Faxes sent by Patrons	9	13	24	26
Notary Service	9	30	20	50

Checkouts	4815	5478	10317	10648
Renewals	3115	3071	6653	6576
Checkins	5325	5417	11281	11619

EBSCO Online Databases

Academic Search Premiere				
Searches	59	2	105	4
Requests	59	1	105	3
Auto Repair Source				
Searches	0	0	0	0
Results	0	0	0	0
Biography Reference Center				
Searches	4	0	5	0
Requests	4	0	4	0
Business Source Premier				
Searches	24	0	40	14
Results	24	0	40	14
Consumer Health Complete				
Searches	0	0	1	0
Results	0	0	0	0
Consumers Reports				
Sessions	0	1	5	9
Searches	0	18	103	120
History Reference Center				
Searches	6	0	13	1
Results	6	0	13	1
Legal Information Ref. Center				
Searches	0	0	0	0
Results	0	0	0	0
Literary Reference Center				
Searches	31	0	107	0
Requests	31	0	107	0
Masterfile				
Searches	22	0	74	0
Requests	22	0	74	0
Middle Search Plus				
Search	5	0	7	0
Results	5	0	7	0
Newspaper Search Plus				
Search	12	0	42	2
Results	12	0	42	2
Novelist				
Searches	13	2	17	38
Requests	13	0	15	36
Points of View Ref. Center				
Searches	46	0	121	0
Results	46	0	121	0
Primary Search				
Searches	3	3	4	3
Results	3	0	4	0
Science Reference Center				
Searches	27	2	31	19
Results	0	0	4	17
Small Business Center				
Searches	0	0	2	0
Results	0	0	1	0

Additional Statistics

Newspaper Archives

LIBRARY DIRECTOR'S REPORT February 2023



Administrative

The Administrative Assistant/Communications Coordinator position was posted on RAILS and on our social media pages early in February. We received almost a dozen applications. After weeding through them, I selected five applicants to come in for interviews. For all but one, Diane was involved in the interviewing process. It was so refreshing to have such a vibrant pool of applicants to pick from for interviewing. Each person we interviewed had experience in certain aspects of the job description, but we chose two candidates for second interviews. For the second interview, Nora, Jane and Christine sat in with the candidates. Both final candidates were good, and I wished we had two positions to offer! In the end, Lisa Garay was selected to fill the position. Lisa is a Riverside resident with great professional and volunteer experience. She began training with Christine on March 5, and will be here for our March meeting for all to meet.

I sent Michael Marrs our Materials Donation Policy to review. He is in possession of it, and will read it over and return with any comments/suggestions. He will also come to one of our meetings during the summer to do a Trustee in-service on Board Meeting etiquette and Roberts Rules. We just need to tell him which month we would like him to come.

After discussion with Courtney, the Reconsideration for Library Materials Policy was added to our website under the Library Policies.

I attended the first meeting of Crafting Connection, co-sponsored by the Library and Sheila Gentile. It is a group that will meet on the first Tuesday of the month. Attendees can bring their own crafting projects with them, and there will also be a project for them to undertake. I offered to do the March craft instruction which will be a fabric wreath. All ages and all crafts are welcome.

Ongoing

Managers' meetings continued in February.

Special Projects

Reading Between the Wines preparation and planning took up a sizeable amount of time this month, but the end result was certainly appreciated! We raised over \$11,800 from ticket sales, sponsorships and the raffle. It was a great event and everyone seemed to really enjoy it. A big thank you to all the committee members: Diane, Jane, Cyndi, and Trustees Jane and Christine! This could not have happened without all their hard work. Written thank you letters were sent to all the sponsors, volunteers and Peter. Peter said the vendors would prefer email acknowledgements so I sent them each a thank you on behalf of the Board. They were so appreciative of the job we do for this event. I have included their responses in the correspondence section of this packet. We will have a follow up committee meeting to talk about the dos and don'ts for next year!

We met with Darren on February 7 to firm up the plans for the maker space area and the genealogy area. Diane and Jordan were at the meeting to make sure we explained our expectations. The proposed rendering is in this Board packet. If this meets with everyone's approval, then we can begin the rest of the process to get us to our end means!

Advocacy

Friends met on February 21. They discussed their upcoming Membership Drive. They will be doing it on their own this year rather than including it in our newsletter. They are hoping to get a bigger



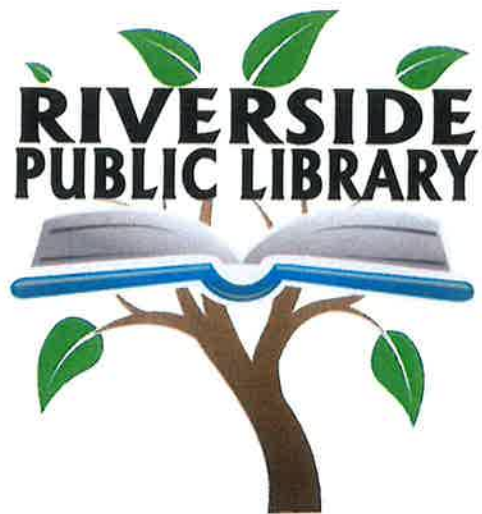
Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: February 22, 2023
Re: 2022 Year-End Fund Transfer

As part of the year-end process, the Board needs to approve the transfer of the 2022 year-to-date interest of \$3,775.50 in the Working Cash Fund to the Special Reserve Fund.

JAF:cl

DISASTER/EMERGENCY PLAN



REVISED & REVIEWED ~~SEPTEMBER 2020~~ **MARCH 2023**



I. CONTACT LIST IN THE EVENT OF A DISASTER OR EMERGENCY

CONTACTS	OFFICE	PHONE	CELL
Janice Foley Library Director	x100		312-203-4256
Diane Silva Management Team	x121		630-750-6196
Nora Durbin Management Team	x126		708-207-0355
Sharon Shroyer Management Team	x122	708-484-2262	312-618-5579
Michael Marrs RPL Attorney			312-984-6419
Village of Riverside		708-447-2700	
Fire dept. (nonemergency)		708-447-2123	
Police dept. (nonemergency)		708-853-1384	
Public Works		708-442-3590	
Jean Wladuek Board President		708-447-6409	
Ken Circo		708-447-4419	
Ken Circo Board Vice-President		708-447-4419	
Emily Wells LIRA (Client #005518)		630-285-3857	
RAILS		630-734-5000	

II. EVACUATION ROUTES

Evacuation Routes are posted in each area of the Library.

III. EMERGENCY SUMMARY PROCEDURES

A. Summary Procedures in Case of Loss of Electrical Power

1. Evacuate the building, using the public address system, while holding placard for hearing impaired. Check mezzanine, washrooms, storerooms, etc. to be sure no one is left behind. Note: the public address system has a 5 minute backup battery.

Loss of Power Announcement:

The Library has experienced a loss of electrical power. For your safety, all patrons must exit the building immediately. Please take your personal belongings with you as we are not sure how long the building will be closed.

- a. Special efforts should be made to assist handicapped persons to evacuate, including lower level exit on west side of building.
 - b. Do not use elevators.
 - c. Place emergency signs on all entrance doors.
 - d. Lock all exterior doors.
2. Fire alarm automatically activates due to loss of electrical power. Fire Department will inspect building.
 3. The phone system has a 12 hour backup and can be used for communication purposes. The HVAC system will automatically be disabled due to loss of electrical power. Check with the Village (708-447-2700) to see what information they may have regarding the outage. Notify Com Ed (1-800-334-7661).

3. Lock the front doors. Post a sign on the front door notifying the public that the Library is closed due to the weather emergency, and that they can find shelter at the fire and police stations. The police station vestibule is open 24 hours. All other functions of the Library cease until the "all clear" is given. Pre-made signs are located in the bottom desk drawer of the Patron Services desk.
4. A Patron Services staff member must lock the cash register and, if time permits, turn off all computers before proceeding downstairs.
5. Notify the fire department (708-447-2123) that there are people in the library. They may be taking extra precautions you should know about.
6. There is a portable radio in the Storytime Room. Turn radio to AM 78 (marked spot) for weather information.
7. A warning siren may be sounding outside. However, there will be no "all clear" sound. Remain in safety until the storm has passed or until you call the Police Department (708-853-1384) and Fire Department (708-447-2123).

E. Summary Procedures in Case of Fire

1. Call the Fire Department emergency number **911**.
2. Make the Fire Alarm announcement, using the public address system, to evacuate the building, while holding placard for hearing impaired. Check mezzanine, washrooms, storerooms, etc. to be sure no one is left behind.

FIRE ALARM ANNOUNCEMENT:

The fire alarm has been activated. Please exit the building immediately through the nearest marked exit. Do not use the elevator. Everyone should assemble across the street in Guthrie Park and wait for further instructions. Thank you.

- a. Special efforts should be made to assist handicapped persons to evacuate.
- b. Do not use the elevator.
- c. Use all exits including those on the lower level, with the back exit by the Community Room as the last choice due to access restriction.
3. Pull any red fire alarm as you leave the building. They are located throughout the building at each exit.
4. Fire extinguishers are located throughout the building. They should be used only if the fire is confined and you can do so without endangering yourself.
5. If time permits, close interior doors to prevent the spread of fire.
6. Outside, staff members should move people to Guthrie Park. Everyone should assemble there to make sure that all staff have evacuated.
7. If time permits, and the fire department allows, remove priority items from the building (see *list of Salvage Priorities*).
8. Notify everyone on the Emergency Contact List as soon as access to a telephone can be arranged.
9. Do not re-enter library until cleared to do so by emergency personnel.

- h. Keep your hands visible.
 - i. Follow the instructions of any police officers.
 - j. Call 911 when it is safe to do so.
2. **Hide out:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- a. The hiding place should be out of the active shooter's view.
 - b. The hiding place should not restrict options for movement.
 - c. The hiding place should provide protection if shots are fired, such as an office with a closed and locked door.
 - d. To prevent an active shooter from entering a hiding place:
 - i. Lock the door.
 - ii. Blockade the door with heavy furniture. This also provides additional protection.
 - iii. Close, cover, and move away from any windows.
 - e. If the active shooter is nearby, take the following actions:
 - i. Lock the door.
 - ii. Hide behind a large item (for example a cabinet or desk).
 - iii. Silence your cell phone and/or pager. (Even the vibrate setting can give away a hiding position.)
 - iv. Remain quiet.
3. **Take action:** As a last resort, and if your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.
- a. Act as aggressively as possible.
 - b. Improvise weapons and throw items.
 - c. Yell.
 - d. Commit to your actions.

After reaching a safe location or assembly point, all persons involved in the situation likely will be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.

Level II: Moderated Services

In the event that an official source declares a pandemic, the Library will respond according to the official recommendations of the CDC, Cook County Health, or other appropriate public health authorities. The responses to the recommendations may include:

1. Service Adjustments

- a. Create social distancing.
- b. Limit the number of public seats,
- c. Limit the number of patrons in the library at one time.
- d. Alter work schedules so that fewer people are working in close proximity to one another.
- e. Reduce or suspend services. Public health authorities may advise that libraries and other gathering places minimize or entirely suspend situations where numerous individuals congregate in relatively confined spaces. In such cases, the Library Director may suspend some or all:
 - i. Library programming
 - ii. Public meeting room use
 - iii. Holds processing
- f. Review and prepare options for emergency library services as necessary.

2. Communicate to Public

- a. Continue messaging as in Level I. Messages should explicitly state that service reductions are being done to slow down disease transmission, not because of an abundance of sick staff.
- b. Post an alert on the website outlining adjustments to services. Adjust homepage to include pointers to official sources of info about the pandemic.
- c. Contact affected program registrants, meeting room users, study room reservations, etc. to notify of service adjustments.
- d. Remind public that no overdue fines means that they do not need to return items while they are not feeling well.

3. Communicate to Staff

- a. Library Director to monitor and coordinate response among authorities, schools villages, and library.
- b. Encourage staff to wear gloves and masks when handling materials.
- c. Review and adjust staff list to ensure information is current.

FINAL CAVEAT: Should the situation call for a more nuanced response than is outlined here, the Library Director and Board may adjust the Library's response to meet emergent needs.

I. Other Emergency Public Address Announcements:

GENERAL EMERGENCY ANNOUNCEMENT:

The Library is being evacuated. Please exit the building through the nearest marked exit. Thank you.

LOCKDOWN ANNOUNCEMENT:

We have been asked by Village authorities to secure the building and allow no one to leave until it is safe. A phone will be available for you to notify family members who may be concerned about your safety. Further instructions will be given as necessary. Thank you.

IV. EQUIPMENT MALFUNCTION PROCEDURES

A. Air Conditioning/Heat

Roof outside the mezzanine

1. Shut off gas (Room 102) or electricity (Room 103) only if necessary. This will shut down heat, air conditioning, and/or washrooms.
2. Call HVAC contractor GT Mechanical (708-645-7400).

B. Water Heater

Room 103

1. Turn off the pilot light. Shut off main gas valve (Room 102) only if absolutely necessary as this will shut off the heat also.
2. Call Hannah Plumbing (630-964-4430).

C. Humidifiers

Women's washroom storage closet (Room 109)

Double-door closet across from elevator on lower level (Room 107)

1. Room 107 – hit *off* switch with heel of hand.
Room 109 – hit *off* switch with heel of hand.
2. Turn off main water valve (Room 102) only if absolutely necessary as this will shut off water to the public washrooms and all other water sources.
3. Call Hannah Plumbing if humidifiers are leaking (630-964-4430). Call HVAC contractor for permanent repair (GT Mechanical 708-645-7400).

D. Security Alarm/Fire Alarm/Panic Buttons

1. The **security alarm** is connected directly to the alarm company (ADS). If alarm sounds, enter code on keypad at front door; alarm should silence. ADS will call the police immediately. Call the police nonemergency number to report a false alarm (708-853-1384). If in doubt, let the police come and check the building. If equipment is broken, call ADS (630-844-6314).
2. The **fire alarm** is connected directly to the Fire Department. The location of fire is indicated in a sealed box by the front door. The alarm is located in Room 103; it cannot be disarmed. If the system is malfunctioning,⁴⁹ call ADS (630-844-6314).

VI. OFF-SITE SERVICES TO BE CALLED IN THE EVENT OF AN EMERGENCY OF A DISASTER

SERVICE	NAME OF CONTACT	PHONE
Alarm Service	Alarm Detection Systems	630-844-6314
Security/Fire	Circuit #5-CSNC100294	
Ambulance	Chief Buckley	911
Disaster Services	American Red Cross	312-729-7522
Board Up Service	Chicago Board Up Service	800-403-3887
Electrician	Joe Novak (Novak LLC)	708-717-4060
Elevator Service	Colley Elevator Co.	630-766-7230
Fire Dept.	Chief Buckley	911
Fire Extinguishers	Frederiksen and Sons	630-595-9500
Handyman	Joe Novak	708-717-4060
HVAC	GT Mechanical	708-645-7400
Emergency Mgmt.	IL Emergency Management Agency	800-782-7860
Insurance	LIRA, Emily Wells (Client #005518)	630-285-3857
Janitorial Services	Coverall	630-969-4300
	Bullseye Cleaning Services	630-887-7550
Legal Advisor	Klein, Thorpe & Jenkins, Michael Marrs	312-984-6419
Locksmith	Fullmer Locksmith	708-442-0300
Plumber	Greg Hannah Plumbing	630-964-4430
Police Dept.	Chief Weitzel-Buckley	911
Public Address System	Allan Goodcase	708-442-8960
	Future Business Systems	708-485-8940
Replacement Windows	Colorsmith Stained Glass	708-447-8763
Roof	Renaissance Roofing	815-547-1725
Gas	Nicor Gas	888-642-6748
Electric	Commonwealth Edison	800-334-7661
Telephone	AT&T	800-288-2020
Telephone System	MIDCO-Heartland Business Systems	630-541-1865
Internet Provider	Comcast	800-266-2278

VII. PRIORITY SALVAGE LISTS

The following is a priority list, by location, for salvage should a disaster occur:

A. Library Director's Office

1. Bound minutes (in public meeting room, locked cabinets).
2. Current Board minutes and policy manual (credenza).
3. Personnel Files (2-drawer files under north window). The Library Director and bookkeeper have keys to this drawer.

B. Mezzanine

1. Bookkeeper files backed up to the cloud.
2. Administrative assistant files backed up to the cloud.

A. Assess the Damage

How much damage has occurred? What kind of damage is it (fire, smoke, soot, clean water, dirty water, other)? Is it confined to one area, or is the entire building damaged? How much of the collection has been affected? What types of materials have been damaged? Are the damaged items easily replaced, or are they irreplaceable? Can they be salvaged by an in-house recovery team, or will outside help be required?

Walk through the entire area and take extensive notes (use a pencil, as ink will run!). Photographs should be taken to document the damage. Contact the insurance carrier, and sources of supplies and services.

B. Activate the Emergency Calling Tree

Organize work crews and be sure their responsibilities are clearly defined. No salvage activity should begin until a plan of action has been determined by the team leader. Disaster and recovery areas should be accessible to the public. Frequent rest breaks should be provided for workers. Food and/or beverage should be available.

X. LIST OF ALL LOCATIONS WHERE THIS PLAN AND FOLLOW-UP REPORTS ARE ON FILE

A. In-House

1. Policy & Procedure Manual—Library Director's Office
2. Patron Services Procedure Manual
3. Administrative assistant's files
4. Patron Services files
5. Information Services desk
6. Information Services manager's files
7. Children & Youth Services manager's files
8. Technical Services manager's files
9. Bookkeeper's files
10. Y: drive

B. Off-Site

1. In the cloud

Library Trustee Forum Spring Workshops

Library Trustee Forum Spring Workshops

March 4, April 1, May 13

The Trustee Forum is continuing its virtual Spring Workshop for 2023. Participants can attend one, two, or all three sessions. The recordings will be available to participants after each session.

[Register](#)

Registration Fees

	All three webinars	Individual webinars
ILA Institutional or Personal Member	\$40	\$15
Non-Member	\$50	\$20

Questions? - email ila@ila.org

Statement of Appropriate Conduct - All participants are expected to observe the rules and behaviors described in the [Statement of Appropriate Conduct](#) in all conference venues.

Cancellation Policy:

*If registered for all 3 events, cancellation must be received in writing by **Monday, February 27**. If registered for only 1 or 2 events, cancellation must be made 5 business days prior to the start of the event you wish to cancel. Please e-mail your cancellation request to ila@ila.org. Cancellations received in time will get a refund and are subject to \$5 processing fee.*

Please note that these events will be recorded and recordings will be shared only with those registered for the event.

Workshop Information

Library Buildings - Planning for the Future

Rick McCarthy and Scott Delano will discuss visioning, public sessions, design lite, and facility assessments - all leading up to generating the

EVENTS

Calendar

[ILA Noon Network](#)
[ILA Noon Network](#)

[Meet-up in Your District in Three Steps](#)
[Meet-up in Your District in Three Steps](#)

[Library Trustee Forum Spring Workshops](#)

[Illinois Youth Services Institute](#)

[Reaching Forward South Conference](#)

[Reaching Forward Conference](#)

[Annual Conference](#)

[Webinar Archive](#)

[Events Registration Process](#)

[Statement of Appropriate Conduct](#)

Forums allow members to connect with one another on various

As Design Principal, Scott Delano provides the highest level of design leadership within the StudioCC practice, ensuring exceptional client experiences in the development and delivery of creative design solutions. Pulling from his 25+ years of industry experience focused on planning, architecture and interiors, he actively collaborates with clients, while leading the design process. Scott also brings a unique valuable perspective to our library projects as a Library Trustee at River Forest Public Library starting in April of 2023.

Kelly Zabinski, Zabinski Consulting Services, INC, is a licensed CPA in good standing with the State of Illinois. She has over 20 years of extensive experience in the accounting, auditing, and financial consulting field, specifically to local government entities. She has worked as both a municipal auditor with large public accounting firms and as a Finance professional for a local municipality. Kelly serves on several committees with the Illinois Government Financial Officers Association and the Illinois CPA Society, and is a well-respected public speaker and instructor. Kelly completed her undergraduate studies in Accounting and holds an MBA in Finance from DePaul University in Chicago, Illinois.

Carmen Forte Jr. is a partner at the local government law firm of Klein, Thorpe & Jenkins, Ltd. He counsels Illinois municipalities, school districts, libraries, special districts and corporate and non-profit clients. He regularly litigates in state and federal courts and various administrative venues for clients in a range of matters. He works with our clients to negotiate and manage several development agreements, helping to bring significant residential and commercial development to their communities. He prosecutes for the firm's numerous municipal clients in the areas of DUI and traffic offenses, local ordinance violations and business, tobacco and liquor licensing matters. He also defends the firm's clients in workers' compensation claims and disability pension matters. Carmen previously served as a trustee of the Village of Elmwood Park Library Board. During his tenure on the Board, he held the positions of President and Vice President and also chaired several committees. Most of his current library time is spent browsing the extensive collection of early reader books at the St. Charles Public Library with his two young children.

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Re: Thank you!

Jesse Pompei <jesse@creamwine.com>

Tue 2/28/2023 2:49 PM

To: janicefoley riversidelibrary.org <janicefoley@riversidelibrary.org>

Cc: Ken Circo <Ken@circoarchitects.com>

That's great news and you are very welcome! We love participating! See you next year!

Ci sentiamo!

 Cream Wine Company

Jesse Pompei / Sales Representative jesse@creamwine.com / 708.516.6132

Cream Wine Company

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Established in 2001, Cream is a local, independent, family owned and operated importer and distributor of wine, spirits, sake & cider. Thank you for your loyal support.

On Feb 28, 2023, at 11:58 AM, janicefoley riversidelibrary.org
<janicefoley@riversidelibrary.org> wrote:

Jesse:

On behalf of the Library Board of Trustees and the attendees of Reading Between the Wines 2023, I want to thank you for your participation as a vendor, or should I say Merci! The French wines are always a popular station at this event. Because of your donation of time and product, we were able to raise over \$10,000 to use towards new lighting in our Patron Services Department.

We truly appreciate your support of the Library through this event. Your contribution is tax deductible to the extent allowed by law. There were no goods or services provided in exchange for your donation.

We had a great time and hope you did too!

Janice Foley

Riverside Public Library, Library Director

<Outlook-Riverside .png>

Re: Thank You!

Mike Grivas <mike@fotischicago.com>

Tue 2/28/2023 1:46 PM

To: janicefoley riversidelibrary.org <janicefoley@riversidelibrary.org>

Janice,

Thank you for the opportunity. It was a pleasure and we appreciate the prime spot. It was a great turnout and I'm happy to hear you raised money for the lights.

Sincere regards,

Mike

Sent from my iPhone

On Feb 28, 2023, at 11:50 AM, janicefoley riversidelibrary.org <janicefoley@riversidelibrary.org> wrote:

Mike and Pete,

On behalf of the Library Board of Trustees and the attendees of Reading Between the Wines 2023, I want to thank you for your participation as a vendor. The Greek wines are always popular and we knew to give you your own room this year!

Because of your donation of time and product, we were able to raise over \$10,000 to use towards new lighting in our Patron Services Department.

We truly appreciate your support of the Library through this event. Your contribution is tax deductible to the extent allowed by law. There were no goods or services provided in exchange for your donation.

We had a great time and hope you did too!

Janice

Janice Foley
Riverside Public Library, Library Director
<Outlook-Riverside .png>

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