

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

Administration

The 2026 Operating Budget and the 2025 Tax Levy were submitted to the Village. I attended the Village Board's October 16th meeting where our levy and budget were presented along with the Village's. I will be attending the November 6 Village Board meeting as well for their approval. While the Library Board's approval is the main part of the process, as our taxing authority, the Village Board's approval must occur. In the 25 years as director, the Village has never once questioned me about the budget/levy, so it is more perfunctory.

The 2026 Per Capita Grant was made available, and while the format has not changed, the information we must provide has. A separate memo is attached in this month's Board packet, which explains the new requirements.

On Sunday, October 19, a patron (87 years old) who was exiting the building after the Lyric Opera program fell off the third step of the entrance/exit stairs. She unfortunately hit her head and was unconscious for a short period of time. Patrons and staff all called 911 immediately. I was actually in the parking lot at the time when staff called to inform me. The police and paramedics arrived quickly and were able to transport her to Loyola. She had many friends with her, so they were able to contact her family. I called her daughter the next day to inquire about her condition. Her daughter told me she had a very badly swollen eye and had a small amount of brain bleeding, but was doing better. She thanked me for calling to inquire. In the meantime, an accident report had been filled out by the staff who were involved, and I filled out a claim form for LIRA. LIRA asked if we had any video of the accident. Since we have security cameras, I was able to get the video of the incident. The stairs were not wet, and there were no obstacles, etc. The patron was actually holding on to the banister when she fell. LIRA responded back to us stating it does not appear that the Library had caused unsafe conditions. They will keep our claim on file in the event that the patron makes a claim. To date, nothing has been filed. Coincidentally, sitting on my desk was the recently ordered stair tape that we discussed installing on the outside stairs and entrance stairs as an extra safety guard. We are awaiting its installation.

The management team met several times during the month.

Community Outreach and Partnerships

Diane, Fran, and I staffed the Village's Trunk or Treat event on October 9. The theme this year was Skeletons! Diane wore a great skeleton onesie. We gave away 350 treats. The majority of the treats were not food, but Halloween-themed 3D printed items, vampire teeth, and stampers. It is amazing how many kids choose those over the candy when given the choice. We also provided similar items for the Ames School Trunk or Treat, which Nora and

Fran staffed. We love the warm reception we receive from our patrons when they see us at these events! Next year's theme is already in the works – Gargoyles!

We are happy that Beverly, one of our genealogy volunteers, has been coming in to help patrons on Tuesdays. She had to take an extended leave due to her husband's health. On October 28, Michelle Bray Wilson gave a presentation entitled: "I did my DNA test, now what? We had 16 people in attendance at the program.

Buildings and Grounds

Ken and I met with a representative at LP Outdoor Lighting Perspectives and Artistic Outdoor Lighting. Ken will report on this at the meeting. We were both pleasantly surprised at the quotes given.

A leak recently appeared on my office ceiling. I called Greg Derry, our roofing specialist. He came out on October 30. After noticing there were no stains in the area, the moisture reader showed the water was confined to a certain location. He could not find any gaps in the roof shingles, suggesting that it is probably a plumbing problem. There is a plumbing vent in that area on the roof. I contacted Hannah Plumbing to see if this is something they can handle. On the positive side, Greg said the roof looks good!

Masonry work on the east side of the building began on October 21st. The crane has been in the Village parking lot since then, and the Village has been very accommodating, giving up parking spaces to allow the work to be done.

Routine lawn care continues until November 15. The outdoor sprinkler has been winterized. November 1st marked the beginning of fireplace season, which will make many patrons happy.



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 10/31/2025
Re: Per Capita Grant Requirements/Standards for Illinois Public Libraries

This year's Per Capita Grant is using the updated Standards for Public Libraries as the basis for the application questions. Instructions for the grant explain that the Director and Trustees should review the updated standards and report on them. Since the Grant is not due until January 31, 2026 we have time to go over the standards before you see the completed application at the January Board Meeting.

In this month's packet you will find the action plans for the first six standards. I have checked off the appropriate level we meet and in several cases provide explanations related to the standards. In December I will include the remaining ones. I am confident that reviewing the standards in this way will help you have a better understanding of the standards and how we meet and or exceed them.

It is important to remember that no library will be penalized if they do not meet every standard. The State Library sees the document helping all size libraries by providing them a guide to help provide the best service they can. I am pleased with the number of Intermediate and Advanced Standards we are in compliance with and see it helping us decide what we can accomplish or improve.

Glossary (including acronyms)

ACH

The Automated Clearing House is a network of financial institutions that facilitates electronic payments and money transfers between bank accounts in the United States.

ADA

The Americans with Disabilities Act is a federal civil rights law that prohibits discrimination against individuals with disabilities in employment, state and local government services, public accommodations, transportation, and telecommunications. More information is available at www.ada.gov.

Adaptive Technologies

Adaptive technologies to enable persons with visual, hearing, and mobility disabilities to utilize products that they would not normally be able to use such as computers, phones, movies, etc.

ALA

The American Library Association is the world's oldest and largest library association. The ALA promotes library service and librarianship, with a mission to provide leadership for the development, promotion, and improvement of library and information services. More information is available at www.ala.org.

Appropriation

Public funds set aside for a specific purpose. An appropriation amount gives the library board of trustees the authority to spend the funds. The appropriation amount includes money that will be spent from all sources such as tax levy, state or federal funds, interest, donations and endowments, and other library revenue including but not limited to fines and fees.

Acquisitions

A core library function ensuring the library has the resources needed to meet the needs of its users. It is also the department or function responsible for selecting, ordering, and receiving library materials to build and maintain the library's collections.

Audit

A systematic examination of the financial records of an organization conducted, as a rule, by an external party to verify the accuracy of and determine conformance to the established financial criteria; a written report of such examination.

Authentication

Authentication is the verification of a device's identity before allowing access to a system or resources.

Back Door Referendum

The Illinois Compiled Statutes [10 ILCS 5/28-2(f)] defines a back door referendum as the submission of a public question to the voters of a political subdivision, initiated by a petition of voters or residents of such political subdivision, to determine whether an action by the the governing body of such subdivision shall be adopted or rejected.

Bibliographic Record

A bibliographic record is a structured document that includes a description of a library item, such as a book, DVD, or e-resource. It includes information such as the author, title, publication date, and subject headings to help library users identify and retrieve the item.

Boundaries (Library)

The library's legally defined, geographic service area from which the library receives tax support for the provision of library services.

Broadband

Broadband is high-speed Internet connectivity ranging from 256kbps (kilobits per second) and higher.

Budget

Is a financial plan that outlines the expected income and expenditures for a public library over a specific period (fiscal year or calendar year, depending on the library). It serves as a blueprint for allocating resources to support library services, programs, staff, collections, technology and facilities.

Bylaws

A law, ordinance, or regulation made by a public or private corporation, or an association or unincorporated society, for the regulation of its own local or internal affairs and its dealings with others or for the governance of its members.

Capital Improvement Plan

A multi-year plan that outlines a library's strategy for identifying, prioritizing, and budgeting for major infrastructure projects, such as building renovations, expansions, or upgrades.

Capital Reserve Fund

A segregated account used to set aside funds for future capital improvements, replacements, or acquisitions of property, equipment, or building upgrades, ensuring long-term financial stability and preparedness for major expenses.

Cataloging

The preparation of bibliographic records in accordance with specific uniform principles. (See also Classification)

Classification

Arrangement of bibliographic records by specific numbers and letters in accordance with a systematically predetermined and arranged schedule, generally by subject matter. Two commonly known and used schedules are the Dewey Decimal System and the Library of Congress Classification. (See also Cataloging)

Chicago Library System (CLS)

The Chicago Public Library (CPL) is one of three regional library systems in Illinois that supports the public library system serving the City of Chicago, consisting of 81 locations, including a central library, three regional libraries, and branches throughout the city's 77 Community Areas.

Collection Development

The systematic process of building and maintaining a library's materials collection to meet the informational, cultural, and recreational needs of its users.

Collection Management

The continuous review and evaluation of the library's collection to ensure that the collection is current, relevant, and useful. (See also acquisitions)

Conflict of Interest

When an individual's private financial, familial, or social interests could compromise their judgment or decisions in the workplace. The Public Officers Prohibited Activities Act [50 ILCS 105] delineates areas with which public officers must comply in order to avoid conflicts of interest.

Cooperative Collection Development

A system for coordinating selection and purchase of materials between two or more libraries in order to avoid unnecessary duplication, complement the collections of participating libraries, and utilize public funds in a responsible manner.

Corporate Authority

The aggregate body of officers of a municipality vested with the authority in regard to the particular matters referred to by statute. For most Illinois libraries, this is the Board of Trustees or the Board of Directors.

CREW

Continuous Review, Evaluation, and Weeding (CREW) is an ongoing process of evaluating and weeding collections as detailed in Belinda Boon's *The CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium Sized Public Libraries* (Texas State Library, 1995). Learn more at www.tsl.state.tx.us/ld/pubs/crew/index.html

Delivery or System Delivery

The physical transportation of materials between libraries to fulfill patron requests. Delivery is a key component of interlibrary loan, allowing patrons access to materials outside their library or library system.

EEOC

The Equal Employment Opportunity Commission (EEOC) is a federal agency that enforces laws against job discrimination and harassment based on race, color, religion, sex, national origin, disability, age, and genetic information. More information is available at www.eeoc.gov

E-Rate

The Schools and Libraries Program of the Universal Service Fund, commonly known as "E-Rate," is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC), and provides discounts to assist most schools and libraries in the United States to obtain affordable telecommunications and Internet access. Learn more at www.usac.org/sl/.

Expenditures

The money spent on various items and services, including staff salaries, materials (books, journals, etc.), equipment, and building maintenance, all necessary for providing library services.

Facility Assessment

A comprehensive evaluation of a building's physical condition, identifying existing and potential problems, and providing recommendations for maintenance, repairs, and upgrades, allowing for informed decision making regarding capital planning, maintenance, and asset management.

FICA

Federal Insurance Contribution Act (FICA) is the tax provisions of the Social Security Act, as they appear in the Internal Revenue Code. See www.ssa.gov to learn more.

Financial Disclosures

The process of making a company's financial information, such as financial statements, available to the public or relevant stakeholders to promote transparency and accountability. These are crucial for investors, creditors, and other stakeholders to assess a company's financial health, performance, and risk profile.

Firewall

A firewall is a collection of security measures designed to prevent unauthorized electronic access to a networked computer system.

FOIA/Freedom of Information Act

A federal law that allows individuals to request access to records from government agencies including local governments such as libraries, with exceptions for certain sensitive information. The aim of FOIA is to increase transparency and accountability in public bodies.

FOIA Officer

An official designated by a public body to receive and respond to records under FOIA, ensuring compliance with the law.

Friends of the Library

Non-profit, volunteer groups that support libraries in their communities through financial contributions, advocacy, and other activities. These groups aim to promote and support the resources, services, and needs of libraries, often serving as advocates for the value of libraries.

Foundations

A non-profit organization, typically a 501(c)(3), established to support a library through private fundraising, securing funding for programs, services, collections, and capital projects that extend beyond public funding.

FTE

FTE stands for "full-time equivalent" and is a unit of measurement used to represent the total number of full-time hours worked by all employees in a business or organization, regardless of whether they are full-time or part-time.

Calculation:

To calculate FTE, you sum the total hours worked by all employees (full-time and part-time) and then divide by the number of hours considered a full-time workweek (typically 40 hours).

Example: If two employees each work 20 hours a week (part-time), their combined FTE is 1.0 (20 hours/person * 2 people = 40 hours / 40 hours/week = 1.0 FTE).

Fund Balance

In the context of a library's finances, a "fund balance" represents the accumulated difference between a library's assets and liabilities, essentially the net worth of its financial resources.

How it's calculated: Fund balance is calculated by subtracting total liabilities from total assets.

GASB

The Governmental Accounting Standards Board (GASB) is an independent, private-sector organization that establishes accounting and financial reporting standards for state and local governments, ensuring they follow Generally Accepted Accounting Principles (GAAP).

Hardware

Hardware is computer components such as the monitor, keyboard, central processing unit (CPU), mouse, etc.

Hub (Library System Hub)

A service center of a library system providing services such as interlibrary loan delivery to libraries in a geographic region.

HVAC

Heating Ventilating Air Conditioning (HVAC) is the system and equipment used to control and maintain indoor temperature, air quality, and humidity.

ILCS

The Illinois Compiled Statutes (ILCS) are a compilation of Public Acts, organized by Chapter and Act number under nine topical categories. Most, but not all, Public Acts are incorporated into the ILCS. See www.ilga.gov/legislation/ilcs/ilcs.asp.

IHLS

Illinois Heartland Library System (IHLS or Heartland) is one of three regional library systems in Illinois that supports all types of Illinois libraries (public, school, academic, and special), and their staff and trustees by providing interlibrary loan, delivery service, access to digital collections, an automation consortium, continuing education and networking opportunities for library staff, discounts and group purchases, and access to grants. IHLS provides services to libraries in southern and parts of central Illinois. Additional information is available at www.illinoisheartland.org.

ILA

The Illinois Library Association is a professional membership organization that represents Illinois libraries and the public who depend on them. ILA connects library professionals and supporters

to each other and the important issues facing libraries. Additional information is available at www.ila.org

IPLAR

The Illinois Public Library Annual Report (IPLAR or Annual Report) is the collection of Illinois public library information and statistics for the purpose of compiling, preserving, and publishing library statistical information as required by law. This information is reported to the Institute and Museum and Library Services (IMLS) as part of the Public Library Survey (PLS) compilation of national public library data.

ISL

The Illinois State Library, under the Secretary of State, is the principal information resource for state government. The State Library serves as a regional federal documents depository, maintains collections of historic and contemporary Illinois documents and maps. The State Library provides support to libraries throughout the state through the administration of grants. The State Library also administers basic adult literacy instruction through its Literacy Office. The state library also manages the Talking Book and Braille Service, which serves the needs of the visually impaired. See www.ilsos.gov/departments/library/ for additional information.

ILLINET

Illinois Library and Information Network is a statewide library alliance that, along with the Illinois State Library, Reaching Across Illinois Library System (RAILS), Illinois Heartland Library System (IHLS or Heartland), Chicago Public Library System (CPLS), provide statewide resource sharing.

ILLINET INTERLIBRARY LOAN CODE

The interlibrary loan code that governs resource sharing among ILLINET members. www.cyberdriveillinois.com/departments/library/libraries/pdfs/illcode.pdf

IMRF

The Illinois Municipal Retirement Fund (IMRF) is established under statutes adopted by the Illinois General Assembly and governed by a board of seven trustees who must also be participating members. Many, but not all, Illinois public libraries participate in IMRF. Both employers and employees contribute to IMRF. More information is available at www.imrf.org.

Integrated Library System (ILS)

An ILS is a computer-based system designed to manage all aspects of a library's operations, from acquiring and cataloging materials to managing circulation and providing access to resources.

Interlibrary Loan

Interlibrary loan is the process by which a library requests material from, or supplies material to, another library. The purpose of interlibrary loan is to obtain, upon request of a library user, material not available in the user's local library.

LAN

Local Area Network, or collection of interconnected computers, servers, and hubs within an organization. Multiple LANs linked together form a WAN, or Wide Area Network.

Library Bill of Rights

The Library Bill of Rights is a statement by the American Library Association (ALA) outlining the rights of library users to intellectual freedom and the expectations placed on libraries to support those rights, emphasizing access to information and resources without discrimination.

Local Government

Special districts with limited purpose that provide tax supported services that residents want such as library services. Local government examples include counties, towns, school districts, and library districts.

LLSAP

Local Library System Automation Programs. Each regional library system's cooperative resource sharing (ILS, OPAC, interlibrary loan) program for member libraries.

MARC

Machine Readable Cataloging. The MARC formats are standards for the representation and communication of catalog records in computerized formats. www.loc.gov/marc/

Market Benchmarking

Comparing a library's performance, practices, and resources against those of similar libraries or industry leaders to identify strengths, weaknesses, and areas for improvement.

MLS/MLIS

Master's in Library Science degree/Master's in Library and Information Science degree.

Mission Statement

A formal summary of the aims and values of a company, organization, or individual.

Nonresident Fee Cards

Nonresidents are persons who reside outside of a tax-supported library's legal service area and, therefore, are not being assessed a tax for public library service. Public library boards may choose to extend public library services to nonresidents through a nonresident fee. Municipal libraries: 75 ILCS 5/47(12) and Public Library Districts: 75 ILCS 16/30-55.60.

OCLC

The Online Computer Library Center (OCLC) is an international cataloging and resource-sharing database. OCLC and its member libraries cooperatively produce and maintain WorldCat, the largest online public access catalog in the world. See www.oclc.org for more information.

OPAC

An Online Public Access Catalog (OPAC) is an online card catalog accessible to the public.

Open Captioning

Open captioning is on-screen text descriptions that display a video's dialogue.

OMA

The Open Meetings Act (OMA) is an Illinois law [5 ILCS 120] that details conduct of meetings for municipal/governmental agencies.

OSHA

Occupational Safety and Health Administration (OSHA) is the main federal agency charged with the enforcement of safety and health legislation. See www.osha.gov for more information.

PLA

The Public Library Association, a division of the American Library Association, supports public libraries through professional development and networking, public library initiatives, and a conference for public library staff. See www.pla.org for additional information.

Podcast

A podcast is a digital recording made available on the Internet for downloading to a personal audio player, including video as well as audio files. Podcast is derived from a combination of “broadcasting” and “iPod.”

Policymakers

A member of a government department, legislature, or other organization who is responsible for making new rules, laws, etc.

Positive Pay

A fraud prevention tool used by businesses and financial institutions to safeguard against unauthorized checks by matching check details including check number, amount, and account number against a list of authorized checks provided by the business.

Public Acts

Public Acts are bills that have become law. The Illinois Compiled Statutes (ILCS) are a cumulative organization of Public Acts into a coherent framework. Most, but not all, Public Acts are incorporated into the Illinois Compiled Statutes.

RAILS

Reaching Across Illinois Library System (RAILS) is one of three regional library systems in Illinois that supports all types of Illinois libraries (publics, schools, academics, and specials), and their staff and trustees by providing interlibrary loan, delivery service, access to digital collections, an automation consortium, continuing education and networking opportunities for library staff, discounts and group purchases, and access to grants. RAILS provides services to libraries in the northern and west-central areas of Illinois. Additional information is available at www.railslibraries.org.

Reciprocal Borrowing

A form of cooperative agreement between two or more libraries allowing their users onsite circulation/borrowing privileges at another library.

Records Retention

The practice of maintaining public records for specific durations, followed by a system for redirecting, storing, or disposing of them. Records retention ensures compliance with legal and regulatory requirements, protects sensitive information, and facilitates efficient access to data when needed. No public record in Illinois may be disposed of without the approval of the

appropriate records commission. See www.ilsos.gov/archives/records_management/home.html for more information.

Referendum

A referendum is the submission of a proposed public measure or law to the vote of the people for ratification or rejection. Illinois law prescribes the details for submission of public questions.

Regional Library Systems

Illinois Library Systems are funded by annual system area and per capita grants from the Illinois State Library to serve the communities in their geographic area. This creates a network of cooperative library resource sharing accessible to Illinois residents. The key functions of the library systems include the administration of online consortial catalogs, known as Local Library System Automation Programs (LLSAPs), support for resource sharing and library system delivery service. Library systems were established by the Illinois Library System Act (75 ILCS 10/). Support for the Illinois Library Systems is provided through the Secretary of State's office with funds appropriated by the Illinois General Assembly. The following are library systems that support public libraries, Chicago Public Library System; Illinois Heartland Library System and Reaching Across Library System.

Remote Access

Remote access is the ability for a library patron to access via computer various library resources (the library catalog, website, electronic databases, etc.) 24/7/365.

Revenues

Income from activities and operations normal for a business or organization. Public library revenues primarily come from local taxes, with contributions from state and federal governments, as well as donations, fees, and grants.

Software

Computer programs that operate the computer system itself as well as user programs that enable the creation and manipulation of data.

Special Reserve Fund

A designated pool of money set aside for specific, often long-term, purposes, such as funding future major repairs, replacements, or expansions, rather than day to day operation. The board of trustees of a public library district can establish a special reserve fund by ordinance. The board can transfer unexpended balances from annual library taxes to the special reserve fund. The board should also create a plan for use of the special reserve fund. More information can be found in the [Illinois Public Library District Act \(75 ILCS 16/40-50\)](#) and the [Illinois Local Library Act \(75 ILCS 5/5-8\)](#).

Stakeholders

Individuals, groups, or organizations that have a vested interest in the library's activities, services, and outcomes, and who can be affected by or influence the library's operations. Examples include current and potential library users, staff, organizations, or individuals who provide financial support to the library, organizations or institutions that collaborate with the

library, policymakers, community members, local businesses, cultural and special interest organizations, and educational partners.

Strategic Plan

A document that outlines an organization's vision, mission, values, goals, and the strategies and tactics needed to achieve them, as well as how those actions will be implemented and measured. It helps organizations focus their efforts, allocate resources effectively, and make informed decisions to achieve its long-term objectives.

Succession Plan

A strategy for ensuring the smooth transition of critical roles and knowledge when staff members leave, whether planned or unexpected, ensuring continuity of services and operations.

Technology Plan

A document that outlines a library's goals and strategies for using technology to achieve its mission, including current and future technology needs, budgets, and staff training.

TIF

Tax Increment Financing (TIF) refers to a geographically targeted economic development tool where municipalities capture and divert increased property taxes from new development to subsidize the development. TIFs are used to revitalize areas, stimulate economic development, and finance public infrastructure improvements.

Treasurer's Bond

A financial security, typically a surety bond, that protects the library from financial loss due to the treasurer's mismanagement of or misappropriation of funds. Illinois State Statute requires that a Treasurer's Bond be "not less than 50% of the total funds received by the library in the last fiscal year."

United for Libraries/ALTAFF

Association for Library Trustees, Advocates, Friends and Foundations, a division of the American Library Association. www.ala.org/united/

Virtual Private Network (VPN)

A virtual private network is a private network built within a public network.

Virtual Reference

Virtual reference is a 24/7/365 collaborative web-based reference service among libraries designed to meet users' reference needs through electronic means (email, chat, instant messaging, etc.).

Illinois Public Library Standards – Access: Action Plan

Library Name Riverside Public Library

Date

Completed by Janice Foley

Job Title Library Director

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input checked="" type="checkbox"/> The library follows all local, state and federal laws relating to access, including the Americans with Disabilities Act.			We are actively working towards updating the disability ramp of the Library.
2	<input checked="" type="checkbox"/> The library is open a minimum of 15 hours per week [23 Ill. Adm. Code 3030.110].	<input checked="" type="checkbox"/> The library is open to the public with daytime, evening and weekend hours.	<input checked="" type="checkbox"/> The library is open 7 days a week, for most of the year.	
3	<input checked="" type="checkbox"/> The library regularly reviews long term space needs.	<input checked="" type="checkbox"/> The library addresses long term space needs in its strategic plan.	<input checked="" type="checkbox"/> The library conducts a community needs survey and includes library spaces in the questionnaire.	We do Community Surveys every 3-5 years. We are "landlocked" so it limits any expansion outside our current building.

4	<input checked="" type="checkbox"/> The library provides an exterior book return that is open 24/7.	<input checked="" type="checkbox"/> The library provides alternate methods for picking up and returning materials (e.g., drive-up book drop, curbside pickup, drive-through window).	<input type="checkbox"/> The library provides off-site pick up and return of materials (e.g. homebound delivery, book mobiles, kiosks, automated lockers).	
5	<input type="checkbox"/> The library provides adequate, safe, well-lit, and convenient parking during all hours of service.			testing
6	<input type="checkbox"/> The library's entrance is clearly visible, easily identified, and well-illuminated for both vehicles and pedestrians.			testing
7	<input type="checkbox"/> The library's interior spaces are adequately illuminated.	<input type="checkbox"/> Natural light is utilized as much as possible.	<input type="checkbox"/> The library has energy efficient lighting throughout its buildings.	test

8	<input type="checkbox"/> The library provides signage to identify collections, services, and amenities.	<input type="checkbox"/> In multilingual communities, signage is provided in relevant languages throughout the building.		
9	<input type="checkbox"/> The library provides designated spaces for youth and adults.	<input type="checkbox"/> The library provides dedicated space for teens.	<input type="checkbox"/> The library provides dedicated spaces for other specific populations (e.g., sensory space, comfort room, mother's room).	
10	<input type="checkbox"/> The library has adequate and appropriately sized shelving to provide easy access to patrons of all ages.			
11	<input type="checkbox"/> The library has sturdy and comfortable furnishings in sufficient quantities and sizes to meet the needs of patrons of all ages.			

12	<input type="checkbox"/> The library provides accessible spaces for library programs, meetings, and individual and group study.	<input type="checkbox"/> The library has rooms designated for programs, meetings, and individual and group study.		
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Notes/Comments:

Last updated September 24, 2025

Illinois Public Library Standards – Advocacy & Community Engagement: Action Plan

Library Name Riverside Public Library

Date 7/30/25

Completed by Janice Foley

Job Title Library Director

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input checked="" type="checkbox"/> The director and board are knowledgeable of state-wide advocacy training tools.	<input type="checkbox"/> Training in advocacy skills is offered to staff, the board, and/or other stakeholders, such as Friends of the Library and Foundation groups.	<input type="checkbox"/> Library staff, board and community stakeholders have the skills and knowledge to be proactive advocates on behalf of the library and community.	The Board and staff have information on advocacy resources to help strengthen their knowledge

2	<input checked="" type="checkbox"/> The director and staff actively network with community organizations, businesses and institutions (e.g., Chamber of Commerce, Rotary, Kiwanis).	<input checked="" type="checkbox"/> The director and staff present at school, business and community meetings on library initiatives, programs, collections and services.	<input checked="" type="checkbox"/> The director and staff invite community leaders, organizations, partners and stakeholders to the library for tours, coffees, and/or information meetings to showcase what the library offers.	
3	<input checked="" type="checkbox"/> The director and staff collect and analyze data to measure how community members use the library.	<input checked="" type="checkbox"/> Using data collected and analyzed, the director and staff communicate the library's impact and advocate for programs, personnel, and spaces.	<input checked="" type="checkbox"/> The library annually highlights data, stories and accomplishments from the year and disseminates it to external and internal stakeholders.	
4	<input checked="" type="checkbox"/> The director and board know their local, state and federal elected officials.	<input checked="" type="checkbox"/> The library includes local, state and federal elected officials on mailing lists and invites them to events.	<input checked="" type="checkbox"/> The library partners with elected officials to co-host events and informational sessions to promote civic engagement.	

5	<input checked="" type="checkbox"/> The director and board and/or staff are informed of Illinois Library Association (ILA) and American Library Association (ALA) legislative priorities and promote those priorities when needed.	<input type="checkbox"/> The director, board and/or staff actively participate in the local, state, and national legislative campaigns and events organized by ILA and ALA.	<input type="checkbox"/> The director, board and/or staff serve on forums, committees, and boards of ILA and ALA.	
6	<input checked="" type="checkbox"/> The director, staff and board are aware of current community projects and economic planning and seek opportunities for library engagement.	<input checked="" type="checkbox"/> The director, staff and board use their community engagement to inform the library's strategic plan.	<input checked="" type="checkbox"/> The library is a sought after partner in working with and developing community initiatives.	

Notes/Comments:

Serving Our Public 5.0 – Buildings & Grounds: Action Plan

Library Name Riverside Public Library

Date

Completed by Janice Foley

Job Title Library Director

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Serving Our Public standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input checked="" type="checkbox"/> The library's operating budget includes dedicated funds for regular maintenance of buildings and grounds.	<input checked="" type="checkbox"/> The library establishes a special reserve fund with the goal of financing future capital projects, including repairs, remodeling, renovations, or a new building.	<input checked="" type="checkbox"/> The library contributes annually to a special reserve fund to have sufficient financial resources to cover the costs of future capital projects.	
2	<input checked="" type="checkbox"/> The library has a capital improvement plan that defines and forecasts repair and replacement of major equipment and infrastructure.	<input type="checkbox"/> The library regularly reviews the capital improvement plan.	<input type="checkbox"/> The library hires a qualified architect or engineer to perform a long-term facility assessment to inform the capital improvement plan.	Our written Capital Improvement Plan is out of date. We will be convening a committee to work on new plan in 2026.

3	<input checked="" type="checkbox"/> The library conducts a walkthrough to assess the condition of furniture and equipment on an annual basis.	<input checked="" type="checkbox"/> The library keeps a current inventory of all furniture, fixtures, and equipment.	<input checked="" type="checkbox"/> The library periodically conducts an appraisal of all furniture, fixtures and equipment with an accredited appraisal company.	<p>Ongoing assessing occurs. We have a select written inventory and the most recent appraisal was done in 2022 by Gallagher Bassett.</p>
4	<input checked="" type="checkbox"/> The library has liability insurance that will cover replacement costs of the facility and its contents.	<input checked="" type="checkbox"/> The library reviews its insurance coverage annually to ensure proper valuation of the facility and its contents.		<p>We are members of LIRA which is a Library only program. They provide complete and competitive coverage.</p>
5	<input checked="" type="checkbox"/> Staff and trustees receive a tour of the library's buildings and grounds.	<input checked="" type="checkbox"/> Key staff receive training on building systems appropriate to their roles.		<p>Staff are given tours when hired.</p>
6	<input checked="" type="checkbox"/> The library has a building and grounds maintenance checklist that is annually reviewed and updated.	<input type="checkbox"/> The library has a facilities maintenance manual that includes instructions for operation of all building systems.		<p>The check-list is being revised and updated in 2025.</p>

7	<input checked="" type="checkbox"/> The library keeps a copy of all maintenance documents, blueprints of the original building, and all subsequent renovations and warranties.	<input type="checkbox"/> The library keeps a digital copy of all maintenance documents, all documents related to the construction for the original building and all subsequent renovations and warranties.		
8	<input checked="" type="checkbox"/> The library hires staff, contractors, or vendors to maintain the building and grounds and maintains a list of contacts for building systems.			
9	<input checked="" type="checkbox"/> The library has a master key box and a password list for access to the building and its systems.	<input type="checkbox"/> The library has a security protocol for the distribution of keys and passwords, including regular password changes.		<p>We need to work harder on password list and password changes. Will make it a priority in 2026.</p>

10	<input checked="" type="checkbox"/> The library strives to make its buildings and grounds as environmentally friendly as possible (e.g., LED lighting, recycling, energy efficient equipment, solar panels, EV chargers).	<input checked="" type="checkbox"/> The library has a plan to improve environmental efficiency and sustainability.	<input type="checkbox"/> The library seeks local, state, and national accreditations for environmental standards (e.g., LEED, Energy Star).	<p>We do the best we can with the limitations of our historical Landmarked building.</p>
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Notes/Comments:

Last updated July 28, 2025

Serving Our Public 5.0 – Buildings & Grounds: Action Plan, page 4 of 4

Illinois Public Library Standards – Collection Management: Action Plan

Library Name Riverside Public Library

Date

Completed by

Job Title

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input checked="" type="checkbox"/> The library has a Board-approved collection management policy that affirms of the American Library Association’s Library Bill of Rights and represents the community it serves. The policy is reviewed bi-annually. [75 ILCS 5/4-7.2; 75 ILCS 16/30-60]			The policy will be up for review in 2026.
2	<input checked="" type="checkbox"/> The library’s budget has a designated budget line item for collection management.	<input checked="" type="checkbox"/> Annual expenditure for materials for any size library ranges from 8 to 12% of the operating budget.		Annual expenditures for materials at the Library is 9.8% of our operating budget.

3	<input checked="" type="checkbox"/> The library has a process in place for collection management.	<input checked="" type="checkbox"/> The library has staff who are responsible for collection management and are trained in the general principles of selection, inventory and weeding of materials.	<input checked="" type="checkbox"/> Staff who are responsible for collection management are proficient in specific genres, age levels, and subjects.	
4	<input checked="" type="checkbox"/> The library agrees to make their resources, information and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.			
5	<input checked="" type="checkbox"/> The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.	<input checked="" type="checkbox"/> The library publicizes and promotes interlibrary loan to its patrons.	<input checked="" type="checkbox"/> The library provides patrons with the ability to make their own interlibrary loan requests with little mediation.	

6	<input checked="" type="checkbox"/> The library strives to provide a collection that reflects the needs and interests of the community as well as the diversity of human experience.	<input checked="" type="checkbox"/> The library regularly reviews the collection to ensure its inclusivity.	<input type="checkbox"/> The library implements a comprehensive collection maintenance plan that includes a 2-3 year schedule for evaluation and maintenance of every area of the collection.	
7	<input checked="" type="checkbox"/> The library provides access to materials in a variety of formats for individuals of all ages, interests, and abilities (e.g., print, digital, audio, video, large print).	<input checked="" type="checkbox"/> The library circulates physical objects and digital tools (a.k.a. "Library of Things").		
8	<input checked="" type="checkbox"/> Materials are cataloged according to standard library practices.	<input type="checkbox"/> Staff are aware of the importance of culturally sensitive cataloging terminology.		Checking into the meaning of culturally sensitive cataloging terminology.
9	<input checked="" type="checkbox"/> The library has a reconsideration of materials policy and process.			

10	<input checked="" type="checkbox"/> The library serves as a repository for local history.	<input checked="" type="checkbox"/> The library provides access to genealogy resources.	<input checked="" type="checkbox"/> The library's special collections are digitized to preserve and provide broad access to these resources.	The early newspapers are digitized. Our local history collection is basic but our genealogy resources are frequently used.
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Notes/Comments:

Illinois Public Library Standards – Finance & Budget: Action Plan

Library Name Riverside Public Library

Date

Completed by Janice Foley

Job Title Library Director

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input checked="" type="checkbox"/> The library has a written budget that is developed by administration and approved by the board.	<input checked="" type="checkbox"/> The library has the budget in an electronic spreadsheet format.	<input checked="" type="checkbox"/> The library includes legacy data in the spreadsheet to project future revenues and expenditures.	
2	<input checked="" type="checkbox"/> The library keeps a current accounting of its revenues and expenditures, and the board reviews and approves all monthly expenditures (e.g., invoices, electronic payments and transfers, insurances, payroll, pension/retirement, and tax obligations).	<input checked="" type="checkbox"/> The board reviews actual revenues and expenses against the monthly budget, and discusses variances with the director.		

3	<input checked="" type="checkbox"/> The board's bylaws emphasize the importance of financial oversight and the creation of board-approved financial policies.	<input checked="" type="checkbox"/> The library board regularly reviews and updates financial policies to reflect best practices.	<input checked="" type="checkbox"/> The library board utilizes financial professionals to review and make recommendations to strengthen financial policies and procedures.	<p>Financial policies are updated on a rotation. Our auditors help review and recommend changes as needed.</p>
4	<input checked="" type="checkbox"/> The library has a process for adding/removing signers from all financial accounts (e.g., bank accounts, credit cards, and online accounts).	<input checked="" type="checkbox"/> The director and board pursue continuing education to enhance their understanding of library funding, financial reports, and budgeting.		
5	<input checked="" type="checkbox"/> The director and board have an understanding of the fundamental principles of library funding, financial reports, and budgeting. The library uses professionally accepted bookkeeping practices.	<input checked="" type="checkbox"/> The director and board pursue continuing education to enhance their understanding of library funding, financial reports, and budgeting.		<p>The Library Director keeps current with CE.</p>

6	<input checked="" type="checkbox"/> The library follows all legal requirements for financial reporting. If applicable, the library follows all GASB (General Accounting Standards Board) accounting principles as required by the auditor.	<input type="checkbox"/> The library actively maintains a transparency webpage where it posts its reporting requirements, ordinances, and audit status.		
7	<input checked="" type="checkbox"/> The library strives to ensure adequate funding for library operations, staffing, programming, services, and facility needs using local funding.	<input checked="" type="checkbox"/> The library seeks grants through Friends groups, foundations, library systems, and state programs to supplement the annual budget as needed. The library has an established donations and gifts program.	<input checked="" type="checkbox"/> The library seeks non-traditional sources for fundraising (e.g., corporate sponsors/donations, endowments, investments) to supplement the annual budget.	

8	<input checked="" type="checkbox"/> The library conducts an annual audit if the budget is \$850,000 or more. Depending on the type of library, the funding agent may do this as part of their annual audit.	<input checked="" type="checkbox"/> The library board reviews and approves the annual audit, making the audit findings available to the public.	<input checked="" type="checkbox"/> The board utilizes audit findings to enhance financial policies, improve efficiency, and mitigate risks.	<p>A copy of the audit is provided in a board packet depending on when it is received. The auditor's offer to attend a board meeting to answer any questions.</p>
9	<input checked="" type="checkbox"/> The library or its funding agent (city, village) provides a treasurer's bond in the amount of 10% of the annual budget or the approved alternative of appropriate insurance as described in the statute (75 ILCS 5/4-9).	<input checked="" type="checkbox"/> The library provides additional liability insurance coverage for its director, board, and others handling library money and/or financial transactions.		<p>We are members of LIRA. They provide the best coverage around,</p>
10	<input checked="" type="checkbox"/> The library utilizes internal controls to prevent fraud.	<input type="checkbox"/> The board and director regularly review the library's internal controls.	<input checked="" type="checkbox"/> If the library utilizes an auditor, they review the library's internal controls.	

11	<input checked="" type="checkbox"/> The library securely stores financial documents (e.g., checks, payroll, credit cards).	<input checked="" type="checkbox"/> The library utilizes fraud protection measures (e.g., Positive Pay, payment by Automated Clearing House [ACH]).		
12	<input checked="" type="checkbox"/> The library has a long-term financial plan.	<input checked="" type="checkbox"/> The long-term financial plan includes an allowance for the building's capital needs, future projects, and projected expenses	<input checked="" type="checkbox"/> The long-term financial plan includes strategies for additional revenue streams (e.g., bequests, endowments, bond retirements, Tax Increment Financing [TIF]).	The Financial Policy/Plan will be revised in 2026

Notes/Comments:

Illinois Public Library Standards – Governance & Administration: Action Plan

Library Name Riverside Public Library

Date

Completed by Janice Foley

Job Title Library Director

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input checked="" type="checkbox"/> The board has an approved set of bylaws that outline its rules and procedures.	<input checked="" type="checkbox"/> The board bylaws are reviewed at least every 3-5 years.	<input checked="" type="checkbox"/> An attorney reviews the board bylaws periodically.	
2	<input checked="" type="checkbox"/> The library complies with local, state and federal laws. This includes the Illinois Open Meetings Act [5 ILCS 120] and the Freedom of Information Act. Per these statutes, the library has an OMA designee and one or more FOIA officers.			

3	<input checked="" type="checkbox"/> The board meets regularly to conduct the business of the library in accordance with the Illinois Compiled Statutes.			
4	<input checked="" type="checkbox"/> At each regular meeting, the board reviews and approves minutes and financial reports.	<input checked="" type="checkbox"/> At each regular meeting, the library director presents to the board a report of library activities and statistics.	<input checked="" type="checkbox"/> At each regular meeting, the library director presents supplemental materials to the board (e.g., departmental reports, analysis of statistics).	
5	<input checked="" type="checkbox"/> The library has a board-approved mission statement.	<input checked="" type="checkbox"/> The mission statement is reviewed periodically by the board, director, and staff.	<input checked="" type="checkbox"/> The library creates a vision or values statement.	

6	<input checked="" type="checkbox"/> Trustees represent the needs, interests, and aspirations of the community.	<input checked="" type="checkbox"/> Trustees solicit input on library activities from the community.	<input type="checkbox"/> Trustees serve on other local committees and forums acting as a bridge from the library to the community.	
7	<input checked="" type="checkbox"/> The library prepares and submits the Illinois Public Library Annual Report (IPLAR), as required by statute. [75 ILCS 16/30-65]	<input checked="" type="checkbox"/> The IPLAR is prepared by administration and presented to the board of trustees at a public meeting.		
8	<input checked="" type="checkbox"/> The library has public and internal policies that are approved by the board.	<input checked="" type="checkbox"/> The director regularly includes relevant staff in the drafting and review of policies. The board reviews these policies on a regular rotation.	<input checked="" type="checkbox"/> Library policies are regularly reviewed by an attorney or expert on the relevant topic.	
9	<input checked="" type="checkbox"/> The library has a strategic plan that is developed by the board, director, and staff.	<input checked="" type="checkbox"/> The strategic plan is reviewed regularly by the board, director and staff.	<input checked="" type="checkbox"/> The library includes members of the community in strategic plan development.	

10	<input checked="" type="checkbox"/> The library has a succession plan for the director.	<input type="checkbox"/> The library has a succession plan for the director and key staff.	<input checked="" type="checkbox"/> The succession plan is reviewed with the board and administration and updated as needed.	
11	<input type="checkbox"/> The board and director develop an orientation program for new trustees.	<input type="checkbox"/> The board actively participates in ongoing continuing education activities.		<p>This is a standard which should be developed for future Trustees. A basic packet of information is currently being sent to new trustees by the Director after elections.</p>
12	<input checked="" type="checkbox"/> The library maintains insurance coverage for property damage, general liability, professional liability, cyber liability, workers' compensation, treasurer's bond/government crime, and directors and officers. Coverage needs may vary based on library size, location, and services provided.			

13	<input checked="" type="checkbox"/> The board, as an advocate for the library, identifies community priorities, ensures proper funding, and plans for the future.	<input checked="" type="checkbox"/> The board advocates for the library with local stakeholders.	<input type="checkbox"/> The board advocates for the library with state and federal stakeholders.	
14	<input checked="" type="checkbox"/> The library board, director, and staff are aware of the services offered by the regional library systems, the Illinois State Library and the Illinois Library Association.	<input checked="" type="checkbox"/> The library board, director, and staff are engaged with the regional library systems, the Illinois State Library and the Illinois Library Association (e.g., attend workshops, meetings, and conferences, and subscribe to library system e-news, <i>ILA Reporter</i>).	<input checked="" type="checkbox"/> The library board, director, and staff participate as members of professional boards, committees, task forces, advisory councils of the regional library system, the Illinois State Library and the Illinois Library Association.	<p>Staff is more involved with Library Organizations but the opportunity is available to interested trustees.</p>
15	<input checked="" type="checkbox"/> The director participates in professional development activities, including Directors University for first-time Illinois directors.	<input checked="" type="checkbox"/> The library provides financial support for the director's membership in professional organizations.	<input checked="" type="checkbox"/> The director contributes to the profession by committee service, presentations, and authorship.	

Notes/Comments:

Illinois Public Library Standards – Governance & Administration: Action Plan, page 6 of 6



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

APPLICATION FOR USE OF LIBRARY FOR AFTER HOURS SPECIAL EVENTS

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

Date of Request: 10.28.2025

Contact Person: Stephany Guerrero

Address: 7550 W. 111th St. Apt 1C Worth IL, 60482 Email: sguerr77@gmail.com

Home/Cell Phone: 7082991734 Work Phone: _____

Name of Organization: not applicable, personal use for wedding of Stephany Guerrero + Dean Filipaj

Event: Small Wedding Ceremony

Date(s) of Use: TBD: a Sunday morning before library opens, most likely either Dec 7th or Dec 14th

Time Event Begins: 10:30am Ends: 12:30pm Expected Attendance: 15

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

The **Community Room(s)** (34' x 17') seat a maximum of 50 auditorium style or 48 at tables.

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

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

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

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

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

WAIVER:

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

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

Signature: Stephany Guerrero Date: 10.28.2025

STAFF USE ONLY

Approved by Library Board of Trustees: _____ Date: _____

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

Liability Insurance Document Received: _____ Liquor Permit Received: _____

Staff Scheduled: _____

E-Calendar Completed: _____ Maintenance Crew Alerted: _____

Signage: _____ Equipment Needed: _____

Philanthropic Group Classification: yes ___ no ___ Name: _____

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

To: Library Trustees

From: Diane Silva, Assistant Director

Date: 10/29/2025

Re: Impact of Baker & Taylor Dissolution – impact to acquisitions and eRead Illinois content

At the end of September, a planned purchase of vendor Baker & Taylor by ReaderLink fell through at the last minute, resulting in the announcement that Baker & Taylor would cease operations at the end of 2025.

From an acquisitions perspective, we were not using B&T for any of our purchasing. However, we are already seeing significantly higher pre-purchase numbers from our supplier, Ingram, as libraries seek replacement vendors. Our strategy is to order major new releases even farther in advance than before. We already have standing orders in place for one copy of books by many high-interest authors. For some of those books, we separately order a second or third copy based on the length of our holds lists. For those additional copies and for authors not on our standing order list, we will need to order earlier to ensure our place in the queue. We are already seeing fulfillment dates for books released in October extended to mid- or late November. In cases where we cannot wait that long for a copy, we are ordering from Amazon to fill the gap. At this time, we are not pursuing additional vendors as many are overrun with requests from B&T castaways. We will revisit the issue as Ingram has time to settle into the demand. We pay for books when they ship so the earlier ordering timeframe will not affect the budget.

The largest change will affect eRead Illinois, which used B&T's Boundless app as its platform. eRead Illinois is managed through RAILS, and they responded immediately to pivot to a different supplier. We received notice on October 27 that they were moving eRead Illinois to Lyris via The Palace Project app. Boundless will be sunset on November 17, and patrons will be able to download and log in to The Palace Project on December 2. Holds and history lists will not transfer.

The Boundless app already has added a pop-up box that informs users only that Boundless is closing and for people to reach out to their Library. I have only fielded one question (thanks, Ken). On October 28, we communicated pertinent details and dates to patrons via email, our website, posters, and social media. We also communicated this change to all staff so they could answer questions. We plan to include details in our January–March newsletter, as the notice came too late for our recent issue.

To: Library Trustees

From: Diane Silva, Assistant Director

Date: 10/29/2025

Re: ADA Title II Accessibility Guidelines regarding online content

This month we kicked off a project to ensure that our digital content meets existing Title II requirements for digital content. Essentially all content provided in a digital format by a government agency must meet or exceed guidelines set forth in the Web Content Accessibility Guidelines (WCAG) 2.1 A/AA level as outlined by the World Wide Web Consortium (W3G).

As outlined by the ADA, we are required to meet WCAG by April 25, 2027, but there are libraries that have been sued for accessibility already so our goal is to finish well before that date. WCAG must be met across all of the following medium:

- All website content
- All app content
- All social media content
- All 3rd party vendor site that we contract with for services. Vendors supply a Voluntary Product Accessibility Template (VPAT) document that indicates their level WCAG compliance.

It doesn't pertain to

- Non-contracted links
- Older documents and existing social media posts

This project extends to all use covered under ADA, including text readers, zoom, color contrast, voice navigation, keyboard navigation and lots more. Testing must be completed across multiple browser types.

While we are just getting started, we know the following

- Thanks to Henry, our website is in pretty solid shape.
- PDF accessibility is arduous and requires software that allows us to make changes to the underlying pdf code. We do not have anyone on staff who is familiar with pdf coding.
- RAILS is very active in reaching out to vendors and most of our vendors are meeting WCAG guidelines.
- We don't have an internally maintained app to worry about.
- SWAN is responsible for both the catalog and the existing SWAN app.
- The State Library is working closely with Ebsco, the provider of the state provided data package, to ensure compliance.

While there is lots of good news, there is still a lot to do and we are just getting started. First steps are as follows:

- Evaluate existing basic web content

- Identify 'nice to have' content like new book widgets to see if they need to be adapted or removed
- Run all pages through existing accessibility checkers to ensure baseline compliance
- Evaluate existing pdfs to determine if they are critical.
 - Some will be removed (I'm looking at you Bloodborne Pathogens Policy) with a note that a paper or .docx versions of policy can be requested)
 - Some will be converted to web pages
 - Some will be placed on the website as .docx files
 - The largest open issue is the Board Packet. We post it for visibility as a pdf but we have no staff to take a document of that complexity and make it WCAG compliant particularly in short timeframes.
- Evaluate existing forms and create replacements that are WCAG compliant.
- Ensure that color contrast checkers are being use for all content created for social media and newsletter.
- Testing, lots of testing

Second pass

- Evaluate social media text requirements
- Evaluate 3rd party contracted providers
- More testing

We don't yet have a schedule for this project. Lisa Garay is on board to assist with project management and scheduling. The Board will be notified as we proceed and looped in as needed.



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 10/29/2025
Re: 2026 Library Board of Trustees Meeting Dates

The proposed 2026 Board Meeting dates are listed below. The Board votes to approve, or amend, as necessary. The meetings start at 7:30 pm except for the summer months, when they start at 7 pm.

January 13, 2026
February 10, 2026
March 10, 2026
April 14, 2026
May 12, 2026
June 9, 2026
July 14, 2026
August 11, 2026
September 8, 2026
October 13, 2026
November 10, 2026
December 8, 2026

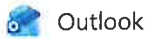
JAF:lg



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 11/06/2025
Re: January Staff In-Service

We would like to have an all-day Staff In-Service on Friday, January 23, 2026. We will be able to put the closing in the Winter Newsletter if the date is approved at the November Board Meeting. Thank you for your consideration of this request.



Senate Resolution 104 Adopted October 15, 2025

From ISLServices <ISLServices@ILSOS.GOV>
Date Thu 10/23/2025 4:26 PM

1 attachment (656 KB)
Senate Resolution 104 104th General Assembly.pdf;

On behalf of the Secretary of State and State Librarian, Alexi Giannoulis, I would like to share with you a copy of Senate Resolution 104, adopted by the Illinois Senate on October 15, 2025. The resolution, sponsored by Senator Laura Murphy, recognizes the vital role of library trustees in operating our great public libraries across the state. It also recognizes the importance of library trustees getting the training and support needed to perform their trustee functions to the best of their abilities.

Please share this resolution with your board of trustees and also share this link to the iLEAD Trustee Training portal, [iLEAD Trustee](#) | [iLEAD TRUSTEES](#), developed through the Illinois Heartland Library System with funding from this office.



Greg McCormick
Director, Illinois State Library
Secretary of State Alexi Giannoulis
Gwendolyn Brooks Building, 300 South Second St., Springfield, IL 62701
217.782.2994 (o)

ILSOS.gov

Keep Informed! Learn more about the products and services the Secretary of State's Office provides throughout Illinois by signing up for our newsletter by clicking [here](#).

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