

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 7:00 pm on Tuesday, June 9, 2026 in the Foley Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:00 pm
- II. Roll Call
- III. Welcome Guests
- IV. Public Comment
- V. Approve Regular Meeting Minutes of May 12, 2026 – *Action Item*
- VI. Review of May Bills—*Action Item*
- VII. Review of May Financial Statements—*Action Item*
- VIII. Committee Reports
 - A. Finance – Nancy DeFauw
 - B. Building & Grounds – Ken Circo and Tracy Bohrer
 - C. Policy & Bylaws – Dan Loucks
 1. Library Use Policy – *Action Item*
 2. SPOT Policy – *Action Item*
 - D. Technology – Mickey Novak
 - E. Communications and Marketing – Courtney Greve Hack and Amy Bilow
 - F. Capital Improvement Plan - Ken Circo and Tracy Bohrer
- IX. Staff Reports
 - A. Youth and Teen Services Manager—Nora Durbin
 - B. Circulation Services & Computer Services Manager—Sharon Shroyer
 - C. Information Services—Diane Silva
 - D. Monthly Statistics
- X. Director's Report—Janice Foley
- XI. Unfinished Business
 - A. Wordsmiths Society Writers' Group Participation Agreement – *Action Item*
- XII. New Business
 - A. Resolution 2026-1 – Architect Contract for Accessible Ramp – *Action Item*
 - B. Masonry Repair Quote – *Action Item*
 - C. Front Foyer Stairs Quote – *Action Item*
 - D. Terrace HVAC Quotes – GT Mechanical and Always Ready Repair – *Action Item*
- XIII. Announcements
- XIV. Correspondence & FYIs
 - A. Thank you letters from the Family of Maripat Scanlon
- 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
May 12, 2026**

Held Tuesday, May 12, 2026 in the Foley Community Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

In Attendance: Ken Circo, President; Courtney Greve Hack, Vice President; Dan Loucks, Secretary; Nancy DeFauw, Treasurer; Amy Bilow, Trustee; Tracy Bohrer, Trustee; and Mickey Novak, Trustee.

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

Absent: None

Called to order at 7:32 pm by Ken Circo, President

Annual Election of Officers and Appointment of Committee Chairs for 2026-2027

Nominations were called for:

President

Dan Loucks nominated Ken Circo for President; Tracy Bohrer seconded the nomination.

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

Nays: None

Abstained: None

The motion passed.

Vice President

Ken Circo nominated Courtney Greve Hack for Vice President; Dan Loucks seconded the nomination.

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

Nays: None

Abstained: None

The motion passed.

Treasurer

Courtney Greve Hack nominated Nancy DeFauw for Treasurer; Dan Loucks seconded the nomination.

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

Nays: None

Abstained: None

The motion passed.

Secretary

Courtney Greve Hack nominated Dan Loucks for Secretary; Tracy Bohrer seconded the nomination.

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

Nays: None

Abstained: None

The motion passed.

After reviewing the committee list and discussing the interests of the Board members, President Ken Circo appointed the following Trustees to each committee:

Finance: Nancy DeFauw

Building & Grounds: Ken Circo and Tracy Bohrer

Policy & Bylaws: Dan Loucks

Technology: Mickey Novak

Communications and Marketing: Courtney Greve Hack and Amy Bilow

Review of Regular Meeting Minutes - April

Nancy DeFauw moved, and Mickey Novak seconded, that the Board approve the minutes of the April 14, 2026 regular meeting.

Ayes: Bilow, Bohrer, DeFauw, Loucks, Novak

Nays: None

Abstained: Greve Hack

The motion passed.

Review of March Bills - Update

Courtney Greve Hack moved, and Amy Bilow seconded, that the Board approve accounts payable check numbers 24633 through 24689, including voided check numbers #24636, 24635, 24638, 24639, 24640, 24644, 24645, 24646, 24647, 24651, 24666, 24667, 24668, 24669 and 24686, and the payment of payroll checks for department numbers 01 through 04, which includes payroll through March 21, 2026, in the total amount of \$109,604.33.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Current Bills - April

Dan Loucks moved, and Tracy Bohrer seconded, that the Board approve accounts payable check numbers 24690 through 24736, including voided check numbers 24723, 24724, 24725, 24726, 24727, 24728, 24729, and 24733, and the payment of payroll checks for department numbers 01 through 04, which includes payroll through April 18, 2026, in the total amount of \$103,321.94.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements - April

Courtney Greve Hack moved, and Mickey Novak seconded, that the Board approve the financial statements for March 31, 2026, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Building and Grounds

President Circo presented the current architectural drawings for the exterior ramp and answered many questions. The next step is to ask the architect for the drawings we can

submit for the public bidding process. Several Trustees asked about approvals, next steps, and communication with the public. Trustee Greve Hack asked for an outline from our attorney, Michael Marrs, of next steps in the public bidding process.

The Board discussed what type of information / presentation we need to provide to the public. They also discussed contingency plans for accessing the library during construction. Director Foley made the Board aware that our current handicap parking spots are not accessible due to the lack of curb cuts.

The Board discussed several short-term projects including: another vent for the SPOT, insulation around A/C unit outside the SPOT, the split heating air conditioning units in the Terrace and the kitchenette doors.

Technology

The committee continues to meet. The draft technology plan continues to evolve. The WCAG deadline has been extended by one year to April 2027 for libraries that serve populations over 50,000. For those under 50,000, the compliance deadline is now April 2028.

Communication and Marketing

Trustee Greve Hack submitted a letter to the editor of the Landmark in support of HB 5236. She will work on a public/patron communication plan for the exterior ramp project.

Staff Reports

We are no longer purchasing new music CDs. Mike Porfirio, our state senator, signed on as a sponsor to HB 5236. We're working on an update to the SPOT policies. We'll have more on policy updates at our next meeting. We had 26 kids today at our after school 3D printing program.

Director's Report

The Capital Improvement Plan committee met and is moving forward. Trustee Greve Hack suggested we add this committee report to our regular agenda.

We have implemented several of the communication suggestions made during our staff in-service; for example, changing notary services to appointment only. The only exception is if one of our notaries happens to be staffing the Information Services desk at the time of the request. Other suggestions include: more information in the Sunday Staff emails, more frequent department meetings, and re-organizing the staff network drive.

Friends held a volunteer meeting and gathering a few weeks ago hoping to build community and increase volunteer participation. Going forward, Director Foley and Assistant Director Silva will attend only the first 15 minutes or so of the Friends meetings in order to deliver their report.

Reflective tape was added to the front outside steps yesterday, but it's already pulling up. We're looking into a different solution. Holton Brothers is scheduled to come out tomorrow to determine whether we need to replace the bluestone in the front entrance foyer.

We're registered once again to participate in the Fourth of July parade. Our Summer Reading Kick-off Celebration is scheduled for Thursday, May 28 from 3:30 – 6:00 pm.

Unfinished Business

Fund Balance Transfers

Nancy DeFauw moved, and Courtney Greve Hack seconded, the transfer of funds per last meeting's approval of the fund balance policy.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Circulation Services and Staff Area Renovation Updates

Director Foley shared the updated project timeline with the Board.

New Business

Special Use Application

Courtney Greve Hack moved, and Tracy Bohrer seconded, the Board deny the Application for Use of the Library for an After Hours Special Event on September 7, 2026 due to space limitations with our upcoming staff office area renovations.

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

Nays: None

Abstained: None

The motion passed.

Correspondence

The Board acknowledged thank you letters from Jackie Schumpp and John Campbell.

Adjournment

Upon motion by Courtney Greve Hack seconded by Dan Loucks, and passed unanimously, the meeting was adjourned at 8:49 pm.

President

Secretary

Riverside Public Library

CASH DISBURSEMENTS

MAY 2026

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR MAY 2026 ACCOUNTS PAYABLE
AND MAY 2026 PAYROLL = \$104,233.47**

Including voided checks: #24750 and 24768

**Riverside Public Library
Cash Balances
As of 5/31/2026**

	Balance, <u>5/31/2026</u>
Consolidated Operating Funds:	
First American- Checking	113,085.17
First American- Payroll	<u>268.21</u>
Total First American accounts	113,353.38
Illinois Funds	
Operating Fund	1,003,937.39
Capital Improvements Funds	637,972.68
Working Cash Fund	178,014.24
Library Bond Fund	<u>39,314.11</u>
Total Illinois Funds	1,859,238.42
Total Operating Funds Cash Balances	1,972,591.80
Gift & Endowment Funds:	
Gifts and Donations Fund	213,222.73
Batko Endowment Fund	7,002.22
Youth and Teen Tech Fund	56,661.83
Total Gift & Endowment Funds	276,886.78
Total Funds	<u>2,249,478.58</u>

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 5/1/2026 Through 5/31/2026

Check Number	Check Date	Payee	Check Amount	Transaction Description
24737	5/13/2026	Berneche2 Architecture, P.C.	3,942.30	Architectual Services for Ramp
24738	5/13/2026	Delta Dental Insurance Company	15.50	Dental - May
24739	5/13/2026	Delta Dental of Illinois- Vision	230.60	Vision - May
24740	5/13/2026	Illinois Library Association	325.00	Illinois Libraries Presents - Season 6 Registration
24741	5/13/2026	Ingram Library Services	15.42	1 Title
24742	5/13/2026	LibrariesFirst	110.00	Museum Passes
24743	5/13/2026	NCPERS Group Life Ins	32.00	Term Life - Forsyth & Silva - May
24744	5/13/2026	North Suburban Employee Benefit Coc	8,584.00	PPO Medical - April
24745	5/13/2026	North Suburban Employee Benefit Coc	563.00	PPO Dental - April
24746	5/13/2026	OverDrive, Inc	344.97	Ebooks and Audiobooks
24747	5/13/2026	Pagefreezer	1,247.40	Compliance for Social Media
24748	5/13/2026	RAILS Library System	675.00	Chicago Tribune Digital Subscription
24749	5/13/2026	Unique Management Services, Inc.	29.55	April Placements
24751	5/19/2026	Village of Riverside	6,309.98	May 2026 IMRF
24752	5/20/2026	iRead	19.00	Summer Reading T-shirt
24753	5/20/2026	Business Card	1,326.63	Credit Card Purchases
24754	5/20/2026	NICOR Gas	620.23	Gas Bill
24755	5/20/2026	OverDrive, Inc	47.50	Audiobook
24756	5/20/2026	Molly Page	300.00	What Shall We Do This Weekend? Program
24757	5/21/2026	Blue Cross Blue Shield of Illinois	3,338.65	Medical - June
24758	5/27/2026	Angela M. Malcomson	150.00	Sign Language Interpreter
24759	5/27/2026	Aquamist Plumbing & Lawn Sprinkling	225.00	Spring Start up of Irrigation System
24760	5/27/2026	Circo Architects, Inc.	162.37	Acoustic Wall Tiles Installation And Outdoor Step Painting
24761	5/27/2026	Colley Elevator Co.	375.00	Elevator Maintenance
24762	5/27/2026	Delta Dental Insurance Company	15.50	Dental - June
24763	5/27/2026	DEO Consulting, Inc	475.00	Balloon Performance
24764	5/27/2026	Garvey's Office Products	102.96	Copy Paper
24765	5/27/2026	HF Group	408.20	Binding
24766	5/27/2026	KC Cleaning, Inc.	2,000.00	Janitorial Services
24767	5/27/2026	Village of Riverside	75.00	Elevator Inspection
1708	5/8/2026	Administration	8,135.69	Group: 01
1709	5/8/2026	Information Services	13,469.12	Group: 02
1710	5/8/2026	Children & Youth Services	7,500.53	Group: 03
1711	5/8/2026	Patron Services	13,917.28	Group: 04
			<u>75,088.38</u>	
	5/8/2026	EFTPS - Employer Portion	2,167.27	
	5/22/2026	EFTPS - Employer Portion	2,171.57	
ACH00103	5/31/2026	Comcast Cable	238.79	High Speed Internet
ACH00104	5/31/2026	Comcast Cable	500.04	Phone Bill
ACH00105	5/31/2026	Leaf	816.96	Copier Rental
ACH00106	5/31/2026	Bank of New York Mellon	<u>10,500.00</u>	Bond Repayment
Report Total			<u>91,483.01</u>	

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 6/1/2026 Through 6/9/2026

Check Number	Check Date	Payee	Check Amount	Transaction Description
24769	6/2/2026	Clayton Kiehn	1,950.00	Work on 6 wooden desks
24770	6/9/2026	Amazon Capital Sevices	1,253.62	Amazon Purchases
24771	6/9/2026	Aquamist Plumbing & Lawn Sprinkling	150.00	RPZ Test
24772	6/9/2026	Cintas Corporation LOC. 769	883.56	Mats and Cleaning Supplies
24773	6/9/2026	GT Mechanical Projects & Design, Inc.	483.91	Re-insulation and Removal of bad insulation
24774	6/9/2026	Ingram Library Services	1,402.86	Various Titles
24775	6/9/2026	Midwest Tape	884.52	Digital Subscriptions
24776	6/9/2026	Minuteman Press of Lyons	3,064.24	Summer 2026 Newsletter
24777	6/9/2026	RAILS Library System	<u>2,677.75</u>	OverDrive
Report Total			<u>12,750.46</u>	

Riverside Public Library
List of credit card charges
Check dated 5/20/2026

187.50	Caden Marshall	ASL Interpreter
9.99	Cricut	Monthly Subscription
26.24	Netflix	Monthly Subscription
34.64	Hulu	Monthly Subscription
8.50	USPS	Postage
199.00	Dualmon	Computer Software Annual Subscription
107.88	GoDaddy	Subscription
161.40	Vista Print	Summer Reading Banners
35.18	Vista Print	Business Cards
8.00	Fullmer Locksmith	Key
104.00	Shaw Suburban Media	Annual Subscription
195.32	Bayscan Technologies	24 Rolls of Adhesive Paper
0.44	Etsy	Monogram (Plus CC points discount)
182.99	OTC Brands	Movie Theater Set (FOL)
65.55	Nothing Bundt Cakes	In-service Dessert

1,326.63

Amazon Charges Summary
5/01/26 - 5/31/26

0.00	Staff Receivables
72.03	Office Supplies
6.82	YTS Supplies
21.56	Building Maintenance
170.45	Books
123.34	Movies
458.84	Summer Reading
0.00	Friends of the Library YTS
76.73	SPOT
47.42	YTS Programs
238.45	Toner
37.98	Tech Supplies
1,253.62	Total

Riverside Public Library

FINANCIAL REPORTS

For 5 Months Ending

May 31, 2026

UNAUDITED



The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 5/31/2026

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	1,422,228.21
Ill Fund Prime-Special Reserve Fund	(0.01)
1st American-Checking Account	100,748.93
1st American-Payroll Account	268.20
Riverside Bank savings account	0.01
Illinois Fund- Library Bond Fund	(42,292.80)
Property Tax Receivable	(1,462,846.58)
Due from Other Funds	5,316.26
Due from other groups	520.19
Due from Friends of the Library	373.17
Staff Receivables	10.42
Due from Vlg of Riverside	1,773.00
Fixed Assets	2,100,381.00
Prepaid Expense	3,373.00
Total Assets	2,129,853.00
Liabilities	
Accounts Payable	10,800.46
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,101.20
IMRF Payable	(301.84)
Deferred Property Taxes	(1,462,847.03)
Accrued Payroll	6,245.84
Health Insurance Payable	2,259.11
Term Life Insurance Payable	(121.08)
Due to Other Funds	450.00
Due to Library Gift Fund	2,044.23
Due to Friends of the Library	125.00
Due to Olmsted Society	20.00
Due to Historical Society	40.00
Due to Preservation Commission	3.00
Investment in Fixed Assets	2,100,381.00
Total Liabilities	660,139.32
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	1,030,218.33
Restricted for Audit	3,502.75
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	256.63
Total Beginning Fund Balances	1,032,176.50
Excess Revenues/(Expenditures)	
2025 Property Tax	1,107,915.73
Other	(670,378.55)
Total Excess Revenues/(Expenditures)	437,537.18
Total Fund Balances	1,469,713.68
Total Liabilities & Fund Balances	2,129,853.00

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 5/1/2026 Through 5/31/2026

	Current Period Actual	Current Year Actual 5 mos. ending 5/31/2026	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2024 Property Tax Revenue	0.00	391,650.57	0.00	391,650.57	0.00%
2025 Property Tax	0.00	1,107,915.73	1,313,900.00	(205,984.27)	(15.68)%
Lower Level Bond revenue	0.00	0.00	<u>126,000.00</u>	<u>(126,000.00)</u>	<u>(100.00)%</u>
Total Property Taxes	<u>0.00</u>	<u>1,499,566.30</u>	<u>1,439,900.00</u>	<u>59,666.30</u>	<u>4.14%</u>
Inter Government Funds					
Per capita state grants	0.00	0.00	7,000.00	(7,000.00)	(100.00)%
Corporate Replacement Taxes	0.00	<u>3,477.54</u>	<u>15,000.00</u>	<u>(11,522.46)</u>	<u>(76.82)%</u>
Total Inter Government Funds	<u>0.00</u>	<u>3,477.54</u>	<u>22,000.00</u>	<u>(18,522.46)</u>	<u>(84.19)%</u>
Interest on Operating Funds					
Interest-Illinois Funds	<u>3,937.39</u>	<u>15,766.06</u>	<u>15,000.00</u>	<u>766.06</u>	<u>5.11%</u>
Total Interest on Operating Funds	<u>3,937.39</u>	<u>15,766.06</u>	<u>15,000.00</u>	<u>766.06</u>	<u>5.11%</u>
Fees for Services					
Fines	161.74	725.88	700.00	25.88	3.70%
Fax Fees	0.00	149.90	0.00	149.90	0.00%
SPOT revenue/internet fees¹	0.00	0.00	50.00	(50.00)	(100.00)%
Printing Fees	494.17	2,061.65	1,700.00	361.65	21.27%
Book & Video Sales	345.00	2,454.79	3,000.00	(545.21)	(18.17)%
Adult Replacement Fees	5.00	186.39	100.00	86.39	86.39%
CYS Replacement Fees	24.00	65.99	100.00	(34.01)	(34.01)%
ILL Fees	111.00	126.00	50.00	76.00	152.00%
Lost Book Credit	0.00	31.00	100.00	(69.00)	(69.00)%
The SPOT revenue	58.00	150.50	0.00	150.50	0.00%
Meeting Room Charges	<u>25.00</u>	<u>50.00</u>	<u>100.00</u>	<u>(50.00)</u>	<u>(50.00)%</u>
Total Fees for Services	<u>1,223.91</u>	<u>6,002.10</u>	<u>5,900.00</u>	<u>102.10</u>	<u>1.73%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	30.95	361.55	200.00	161.55	80.78%
Donations	<u>7.90</u>	<u>30.09</u>	<u>0.00</u>	<u>30.09</u>	<u>0.00%</u>
Total Miscellaneous Revenue	<u>38.85</u>	<u>391.64</u>	<u>200.00</u>	<u>191.64</u>	<u>95.82%</u>
Total Revenues	<u>5,200.15</u>	<u>1,525,203.64</u>	<u>1,483,000.00</u>	<u>42,203.64</u>	<u>2.85%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 5/1/2026 Through 5/31/2026

	Current Period Actual	Current Year Actual- 5 mos.ending 5/31/2026	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	61,782.12	335,473.39	815,000.00	479,526.61	58.84%
Health & Life Insurance	8,499.79	33,460.99	80,000.00	46,539.01	58.17%
Employer's Portion - IMRF	3,895.43	21,043.20	50,000.00	28,956.80	57.91%
Employer's Portion - FICA	4,338.84	23,923.17	62,000.00	38,076.83	61.41%
Unemployment Comp Expense	76.23	619.38	1,800.00	1,180.62	65.59%
Total Personnel Services	78,592.41	414,520.13	1,008,800.00	594,279.87	58.91%
Supplies					
Office Supplies	399.37	896.61	3,000.00	2,103.39	70.11%
Library Supplies	0.00	426.78	3,500.00	3,073.22	87.81%
Building Maintenance Supplies	403.33	3,276.55	8,000.00	4,723.45	59.04%
Ink Cartridges	238.45	966.20	1,500.00	533.80	35.59%
Total Supplies	1,041.15	5,566.14	16,000.00	10,433.86	65.21%
Contractual Services					
Janitorial	2,000.00	10,000.00	32,000.00	22,000.00	68.75%
Water	0.00	859.93	5,000.00	4,140.07	82.80%
Gas	620.23	9,893.44	15,000.00	5,106.56	34.04%
Bldg Maint-Renovation Exp	0.00	21.50	0.00	(21.50)	0.00%
Building Maintenance	1,373.07	12,133.55	35,000.00	22,866.45	65.33%
Small Equipment Maintenance	0.00	0.00	1,000.00	1,000.00	100.00%
Equipment Maintenance	600.00	6,621.57	18,000.00	11,378.43	63.21%
Furnishings & Equipment	0.00	525.00	4,000.00	3,475.00	86.88%
Copier Rental & Maintenance	816.96	4,084.80	11,000.00	6,915.20	62.87%
Total Contractual Services	5,410.26	44,139.79	121,000.00	76,860.21	63.52%
Electronic Resources					
On-line Data Bases	4,237.27	11,161.88	34,000.00	22,838.12	67.17%
SWAN Computer	0.00	11,957.00	30,000.00	18,043.00	60.14%
Internet Expense	238.79	1,193.95	3,200.00	2,006.05	62.69%
Patron Subscription services	60.88	299.00	5,000.00	4,701.00	94.02%
Total Electronic Resources	4,536.94	24,611.83	72,200.00	47,588.17	65.91%
Information Services					
Books	1,152.59	7,816.36	19,500.00	11,683.64	59.92%
Standing Order Books	236.74	1,604.09	4,500.00	2,895.91	64.35%
Periodicals	104.00	2,919.51	10,000.00	7,080.49	70.80%
Videos	123.34	1,058.48	3,000.00	1,941.52	64.72%
Digital Material	392.47	835.69	2,000.00	1,164.31	58.22%
Library of Things expenses	0.00	130.65	500.00	369.35	73.87%
The SPOT expenses	0.44	337.48	950.00	612.52	64.48%
Total Information Services	2,009.58	14,702.26	40,450.00	25,747.74	63.65%
Children/Youth Services					
CYS Juvenile Books	108.49	2,960.23	5,000.00	2,039.77	40.80%
CYS Periodicals	0.00	0.00	150.00	150.00	100.00%
CYS Reference Books	0.00	0.00	400.00	400.00	100.00%
CYS Video Games	0.00	0.00	300.00	300.00	100.00%
CYS Young Adult	12.42	454.51	2,000.00	1,545.49	77.27%
CYS Easy Books	42.49	1,070.32	3,000.00	1,929.68	64.32%
CYS DVD	0.00	52.79	650.00	597.21	91.88%
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	47.87	300.00	252.13	84.04%
Total Children/Youth Services	163.40	4,585.72	12,000.00	7,414.28	61.79%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 5/1/2026 Through 5/31/2026

	Current Period Actual	Current Year Actual- 5 mos.ending 5/31/2026	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Marketing/Public Relations					
CYS Programming	47.42	294.80	1,000.00	705.20	70.52%
Adult Programming	962.50	2,442.50	4,800.00	2,357.50	49.11%
Library Programs	110.00	504.99	2,000.00	1,495.01	74.75%
Advertising Expenses	0.00	13.82	5,000.00	4,986.18	99.72%
Binding	0.00	0.00	200.00	200.00	100.00%
Newsletter Expense	<u>3,064.24</u>	<u>9,443.07</u>	<u>18,000.00</u>	<u>8,556.93</u>	<u>47.54%</u>
Total Marketing/Public Relations	<u>4,184.16</u>	<u>12,699.18</u>	<u>31,000.00</u>	<u>18,300.82</u>	<u>59.03%</u>
Administration					
Shipping Charges	50.12	296.07	700.00	403.93	57.70%
Legal Services	0.00	765.00	5,000.00	4,235.00	84.70%
Credit Bureau	29.55	384.15	800.00	415.85	51.98%
Telephone	500.04	2,776.53	10,000.00	7,223.47	72.23%
Postage	8.50	282.54	1,200.00	917.46	76.45%
Treasurer's Bond	0.00	500.00	500.00	0.00	0.00%
Liability Insurance	0.00	21,456.71	32,000.00	10,543.29	32.95%
Audit Fees	0.00	0.00	5,000.00	5,000.00	100.00%
Travel	0.00	0.00	200.00	200.00	100.00%
Seminars, Conferences, Meetings	0.00	281.40	1,000.00	718.60	71.86%
Membership Dues	0.00	350.00	1,000.00	650.00	65.00%
Accounting Expenses	43.50	3,263.05	6,000.00	2,736.95	45.62%
Staff Development	65.55	406.36	6,500.00	6,093.64	93.75%
Bond repayment	10,500.00	11,325.00	126,000.00	114,675.00	91.01%
Credit Card/Bank Fees	28.41	719.53	700.00	(19.53)	(2.79)%
Miscellaneous Expense	408.20	891.20	10,000.00	9,108.80	91.09%
Board Expense	0.00	75.00	1,500.00	1,425.00	95.00%
Capital Expense	<u>0.00</u>	<u>0.00</u>	<u>38,300.00</u>	<u>38,300.00</u>	<u>100.00%</u>
Total Administration	<u>11,633.87</u>	<u>43,772.54</u>	<u>246,400.00</u>	<u>202,627.46</u>	<u>82.24%</u>
Technology					
Technology Supplies	37.98	220.95	900.00	679.05	75.45%
Computer Consultant	0.00	1,095.00	2,000.00	905.00	45.25%
Network Maintenance	0.00	14.66	2,000.00	1,985.34	99.27%
Computer Hardware & Equipment	0.00	0.00	6,000.00	6,000.00	100.00%
E-Library Subscription Svs	1,564.27	9,989.89	15,000.00	5,010.11	33.40%
Computer Software	<u>0.00</u>	<u>263.87</u>	<u>2,000.00</u>	<u>1,736.13</u>	<u>86.81%</u>
Total Technology	<u>1,602.25</u>	<u>11,584.37</u>	<u>27,900.00</u>	<u>16,315.63</u>	<u>58.48%</u>
Total Operating Expense	<u>104,637.08</u>	<u>551,570.13</u>	<u>1,503,550.00</u>	<u>951,979.87</u>	<u>63.32%</u>
Miscellaneous Expenses					
Lost ILL Expense	<u>0.00</u>	<u>(236.34)</u>	<u>0.00</u>	<u>236.34</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>0.00</u>	<u>(236.34)</u>	<u>0.00</u>	<u>236.34</u>	<u>0.00%</u>
Total Budgeted Expenses	<u><u>109,174.02</u></u>	<u><u>575,945.62</u></u>	<u><u>1,575,750.00</u></u>	<u><u>999,804.38</u></u>	<u><u>63.45%</u></u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 5/1/2026 Through 5/31/2026

	Current Period Actual	Current Year Actual-5 mos. ending 5/31/2026	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2024 Property Tax Revenue	0.00	391,650.57	0.00	391,650.57	0.00%
2025 Property Tax	0.00	1,107,915.73	1,313,900.00	(205,984.27)	(15.68)%
Lower Level Bond revenue	<u>0.00</u>	<u>0.00</u>	<u>126,000.00</u>	<u>(126,000.00)</u>	<u>(100.00)%</u>
Total Property Taxes	0.00	1,499,566.30	1,439,900.00	59,666.30	4.14%
Inter Government Funds	0.00	3,477.54	22,000.00	(18,522.46)	(84.19)%
Interest	3,937.39	15,766.06	15,000.00	766.06	5.11%
Fees for Services	1,223.91	6,002.10	5,900.00	102.10	1.73%
Misc Revenue	<u>38.85</u>	<u>391.64</u>	<u>200.00</u>	<u>191.64</u>	<u>95.82%</u>
Total Revenues	<u>5,200.15</u>	<u>1,525,203.64</u>	<u>1,483,000.00</u>	<u>42,203.64</u>	<u>2.85%</u>
Total Revenue	<u>5,200.15</u>	<u>1,525,203.64</u>	<u>1,483,000.00</u>	<u>42,203.64</u>	<u>2.85%</u>
Expenditures					
Personnel Services	78,592.41	414,520.13	1,008,800.00	594,279.87	58.91%
Supplies	1,041.15	5,566.14	16,000.00	10,433.86	65.21%
Contractual Services	5,410.26	44,139.79	121,000.00	76,860.21	63.52%
Information Services	2,009.58	14,702.26	40,450.00	25,747.74	63.65%
Electronic Resources	4,536.94	24,611.83	72,200.00	47,588.17	65.91%
Children/Youth Services	163.40	4,585.72	12,000.00	7,414.28	61.79%
Marketing/Public Relations	4,184.16	12,699.18	31,000.00	18,300.82	59.03%
Administration	11,633.87	43,772.54	246,400.00	202,627.46	82.24%
Technology	<u>1,602.25</u>	<u>11,584.37</u>	<u>27,900.00</u>	<u>16,315.63</u>	<u>58.48%</u>
Total Expenditures	<u>109,174.02</u>	<u>576,181.96</u>	<u>1,575,750.00</u>	<u>999,568.04</u>	<u>63.43%</u>
Miscellaneous Expenses					
Misc Expenses	<u>0.00</u>	<u>(236.34)</u>	<u>0.00</u>	<u>236.34</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>0.00</u>	<u>(236.34)</u>	<u>0.00</u>	<u>236.34</u>	<u>0.00%</u>
Total Expenditures	<u>109,174.02</u>	<u>575,945.62</u>	<u>1,575,750.00</u>	<u>999,804.38</u>	<u>63.45%</u>
Excess Revenues(Expenditures)	<u>(103,973.87)</u>	<u>949,258.02</u>	<u>(92,750.00)</u>	<u>1,042,008.02</u>	



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 6/04/2026
Re: Library Use Policy

Attached is the revised Library Use Policy, which has been retitled from its previous name, Exclusion of Patrons for Inappropriate Behavior Policy. During the review and revision process, it became apparent that several related policies would benefit from further updates and consolidation. As that work continues, additional provisions may ultimately be incorporated into the Library Use Policy. However, we felt it was important to present this updated version for approval at this time so that the Library has a current and effective policy in place while the broader review process is completed.



LIBRARY USE POLICY

June 2026

Purpose

Individuals and groups using the Riverside Public Library (Library) are to conduct themselves in an appropriate manner in keeping with the Library's vision and mission. We expect everyone to treat all people and property with respect. The following policy is authorized under the Local Library Act, Chapter 75 ILCS 4-7 et.seq. This policy applies to patron conduct on all Library property, including the Library building and grounds, as well as to Library programs and events outside the Library where staff are present, online library environments, and to phone calls to the Library.

Policy

Disruptive behavior that hinders staff or patrons use of the Library is prohibited. These behaviors include, but are not limited to:

- Engaging or attempting to engage in any activity or behavior in violation of federal, state, or local statute or ordinance, or Library policy
- Carrying firearms and dangerous weapons of any type
- Selling, using, possessing, or being under the influence of alcohol or illegal drugs
- Smoking, vaping, chewing tobacco, and other tobacco use in Library and smoking or vaping within 20 feet of a Library entrance.
- Fighting, running or threatening the safety of others
- Verbally or physically threatening, harassing or assaulting other patrons, volunteers, or staff
- Stealing, damaging, altering, or inappropriately using Library property and equipment, including the personal property of other patrons
- Damaging or altering any computer system hardware or software configurations, or otherwise improperly using public internet
- Trespassing in nonpublic areas, or being in the Library without the permission of an authorized library employee before or after Library operating hours
- Lying down anywhere or blocking access to public ways
- Using outdoor or sporting equipment inside the Library
- Bringing pets or animals, other than service animals necessary for disabilities, as defined by the Americans with Disabilities Act (ADA), into the Library, except as authorized by the Library Director. Emotional support animals are not allowed in the Library.
- Using phones or other audible communication devices without headphones or with headphones set at a volume that disturbs others
- Campaigning, petitioning, proselytizing, taking surveys, distributing handouts, or soliciting for any cause

Shirts and shoes are required to be worn inside the Library. Clothing must cover body parts and not be disruptive to the Library environment.

Food is not allowed in the Library. Non-alcoholic beverages are allowed in covered containers.

Children under the age of 8 must be supervised by a responsible caregiver 14 years or older at all times. See Unattended Child policy for more details.

Public restrooms may not be used as laundry or bathing facilities, nor as a gathering place.

Patrons whose hygiene and personal effects are offensive to others may be required to leave the building and may return when the problem has been corrected.

The Library is not responsible for personal belongings that are left unattended.

Patrons may be required to sign waivers to participate in certain Library programs or activities.

The Library reserves the right to limit the size and number of items brought into the Library. Video surveillance is enabled in certain locations throughout the building and grounds.

Policy Enforcement

Enforcement of these rules will be conducted in a fair and reasonable manner. The Library reserves the right to determine if anyone violates this policy. Serious or repeated misconduct may lead to restrictions including loss of library privileges for a period determined by library staff and/or appropriate legal action.

For suspensions of library privileges of more than one week, a written letter will be sent to the offending patron. Suspensions of more than one month must be approved by the Library Board of Trustees. A certified letter stating the cause of the suspension will be sent to the offending patron. Any suspension may be appealed in writing to the Library Director, who will bring it to the Board of Trustees at their next monthly meeting. The Board of Trustees' decision is the final authority. Serious infractions may also qualify for long term suspensions, which are reviewed on an annual basis, or a permanent ban.

In order for a patron's library privileges to be reinstated after the end of any suspension one month in length or longer, the patron must request a meeting with the Library Director or their designee. In the case that the patron is under the age of 18, a parent, guardian or other adult will be required to accompany the minor to the meeting. During the re-entry meeting, the Library will do the following:

- Review the reason for the suspension
- Review the current Library Use Policy
- Request signature from the patron affirming that the patron understands and agrees to follow the Library Use Policy

Approved by the Board of Trustees on September 11, 1990

Revised, Reviewed and Approved by the Board of Trustees on November 11, 2008

Revised, Reviewed and Approved by the Board of Trustees on October 8, 2013

Revised, Reviewed and Approved by the Board of Trustees on April 11, 2017

Revised, Reviewed and Approved by the Board of Trustees on July 9, 2019

Revised, Reviewed and Approved by the Board of Trustees on XXX



EXCLUSION OF PATRONS FOR INAPPROPRIATE BEHAVIOR July 2019

Library patrons of all ages have a right to expect that the library will be quiet enough and safe enough for reading and studying. Users of library facilities have responsibilities as well as rights and are expected to conduct themselves within the realm of acceptable behavior and according to the stated policies of the Board which are authorized under the Local Library Act, Chapter 75 ILCS 4-7 et.seq.

For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following actions are examples of conduct not allowed on Library property:

- Engaging in any activity in violation of Federal, State, local or other applicable law, or Library policy.
- Carrying firearms and dangerous weapons of any type (except by law enforcement officers).
- Being under the influence of alcohol/illegal drugs and selling, using, or possessing alcohol/illegal drugs.
- Verbally or physically threatening, harassing or striking other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching, and obscene acts such as sex acts and indecent exposure.
- Campaigning, circulating petitions, performing interviews, conducting surveys, soliciting, panhandling, or selling anything not authorized by the Library.
- Stealing, damaging, altering, or inappropriate use of Library property in Library facilities or on Library grounds, including computer hardware and software, printers, copiers, phones and other equipment.
- Trespassing in nonpublic area, being in the Library without permission of an authorized Library employee before or after Library operating hours, or camping on Library grounds.
- Fighting or challenging to fight, running, pushing or shoving.
- Continually creating loud disruptive noises.
- Gambling and group activities which are disruptive to the Library environment.
- Using audible devices without headphones or with headphones set at a volume that disturbs others. Using cell phones, pagers, and other communication devices in a manner that disturbs others.
- Using restrooms for bathing or shampooing, or doing laundry.
- Deliberate littering.

- Smoking, chewing, and other tobacco use in Library facilities and smoking within 20 feet of a Library entrance.
- Entering the Library barefooted, without a shirt, with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the Library environment.
- Consuming food or beverages in public areas of the Library, including restrooms, (except for beverages in closed containers as permitted by authorized Library employees, drinking fountain use, baby bottles and nursing.
- Bringing in garbage, articles with a foul odor, or articles which, alone or in their aggregate, impede the use of the Library by other users.
- Using wheeled devices in Library property or on Library grounds, except in designated areas, including skateboarding, roller-skating, bicycling, scooters, and shopping carts (exceptions i.e., wheelchairs, walkers, and strollers).
- Lying down or sleeping in the restrooms or on any floor, couch, table, or seat in the Library, and by blocking aisles, exits, or entrances by sitting or lying down in them.
- Neglecting to provide proper supervision of children.
- Bringing pets or animals, other than service animals necessary for disabilities, into the Library, except as authorized by the Library Director.

All bags and other articles are subject to inspection by security and other authorized personnel. The Library reserves the right to limit the size and number of items brought into the Library.

Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff and/or security staff will intervene to stop prohibited activities and behaviors. Failure to comply with the Library established rules, regulations, and policies could result in removal from the premises and expulsion from the Library for a period of time, to a permanent ban, and/or an arrest and/or prosecution. Violations could also result in the restriction and/or termination of the usage of Library computers and other equipment. Expulsion for more than one week must be approved by the Library Board of Trustees. A certified letter stating the cause of the expulsion will be sent to the offending patron(s). An explanation may be appealed in writing to the Library Director, who will bring it to the Board of Trustees at the next monthly Board meeting. The Board of Trustees' decision is the final authority. Serious infractions may also qualify for long term exclusions reviewed on an annual basis, or a permanent ban.

Approved by the Board of Trustees on September 11, 1990
 Revised, Reviewed and Approved by the Board of Trustees on November 11, 2008
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 Revised, Reviewed and Approved by the Board of Trustees on July 9, 2019

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 7/9/2019



The Spot Makerspace Use Policy

June 2026

Purpose

The Spot provides access to maker equipment to support the Library's mission to offer informational, educational, and recreational resources to the community.

This document is to be used in conjunction with *The Spot: Procedures and Rules*, other library policies, including the *Library Use Policy*, and all federal, state, and local laws and regulations concerning the use of property and computing resources. Use of The Spot services and equipment constitutes acceptance of all policies and rules.

Eligibility

- Access is available to users with a SWAN member library card in good standing.
- The Spot is open to users ages 13 and above. Children aged 6 – 12 may use The Spot under the supervision of an adult caregiver.
- No one under 6 years of age is allowed in The Spot, unless approved by the Library Director.
- A signed waiver is required annually and must be on file for the current calendar year. For users under the age of 18, a parent/legal guardian must sign the waiver.

User Responsibilities

- Users must adhere to all applicable policies and related procedures and rules.
- Users are responsible for reading and following all manufacturer's recommendations, warnings, and instructions for use.
- Users are responsible for returning all equipment in original condition, along with all necessary parts, manuals, and packaging.
- Users are financially responsible for damage to the equipment or space, including breakage, missing parts, graffiti, or unclean equipment.

Acceptable Use

Equipment may only be used for lawful purposes. Equipment may not be used to create material that is:

- Prohibited by state, federal, or local law
- Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others
- Obscene or otherwise inappropriate
- In violation of intellectual property rights, including items that are subject to copyright, patent, or trademarked protection

Copyright law of the United States (Title 17, U.S. Code) governs the making of copies or reproductions of copyrighted material. The user is liable for any infringement. By submitting content or creating objects, the patron agrees to assume all responsibility for, and shall hold

the Library harmless in, all matters related to patented, trademarked or copyrighted materials.

Library Authority

- The Library reserves the right to deny or revoke access for policy violations, misuse of the equipment, or misuse of the space.

Disclaimer and Liability

- Use of equipment is at the user's own risk.
- The Library cannot guarantee product quality, satisfaction, equipment availability or stability, confidentiality of design, or specific delivery time.
- The Library is not responsible for injuries resulting from equipment use.
- The Library is not responsible for failed fabrication (including 3D prints).
- The Library and its staff are not liable for any loss, damage, or expenses sustained due to the utilization of services, equipment, software, advice, or information.
- Users agree to hold the Library harmless for all claims related to use of the space and equipment.

Approved by the Riverside Library Board of Trustees XXX

THE SPOT: A PLACE TO CREATE COLLECTION POLICY

February 2025



Purpose: The Library provides a collection of maker equipment, The Spot, to support its mission to provide a broad range of informational, educational, and recreational resources to serve the diverse needs of the community. The Spot is open to anyone with a SWAN member library card that is in good standing. Patrons wishing to use the SPOT collection must read this policy

and sign the attached waiver before doing so. Riverside Public Library reserves the right to deny access if a patron violates any of the policy, or misuses the space as determined by library staff. The "collection" refers to all equipment, materials, software, and hardware.

Agreement: Upon signing The Spot waiver, use of equipment is at the sole risk of the patron. Patrons are responsible for reading and abiding by all manufacturer's recommendations, warnings, and instructions for use. The Library is NOT responsible for any injuries caused by improper use of equipment. At the end of using the equipment, patrons must return all library-owned items in their original state, along with all necessary parts, manuals, and packaging. Equipment left inoperable, unclean, missing parts, or damaged will be assessed fees deemed reasonable by the library. The signed waiver will remain on file for the current calendar year, renewed yearly.

General Use

- Patrons must have a SWAN member library card in good standing
- All patrons 13 years of age and older may use the collection. Patrons 12 years of age and younger may still use the collection as long as they are supervised by a parent/guardian who is over the age of 18
 - Parents/Guardians must sign the waiver for their child if under the age of 18
- The Library's collection is to be used for lawful purposes only. The public is barred from using the equipment to create material that is:
 - Prohibited by state, federal, or local law
 - Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others (such user may violate the terms of this agreement of manufacturers.)
 - Obscene or otherwise inappropriate for a library environment
 - In violation of another's intellectual property rights. The equipment in the collection cannot be used to reproduce materials that are subject to copyright, patent, or trademarked protection.
- The copyright law of the United States (Title 17, U.S. Code) governs the making of copies or reproductions of copyrighted material. The patron is liable for any infringement. By submitting content or objects, the member agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to patented, trademarked, or copyrighted materials.
- Patrons using the collection MUST adhere to Riverside Public Library policies and procedures.

Reservations & Equipment Usage (Excluding Toybox 3D Printer)

- A reservation is required in order to use the collection and or software.
- 24 hours advanced notice is required to make an appointment.
- Appointments are 2 hours in length.
 - Projects taking longer than 2 hours are subject to approval from the Library.
- Patrons are encouraged to bring in their own materials. The Library does have a limited amount of materials for sale. Fees are only due if purchasing materials from the library.
 - If bringing in your own materials, they must first be approved by a staff member prior to use.
- The person who requested the appointment must remain with the equipment at all times and may never leave an item unattended.
- When reserving collection equipment, scheduled library programs have priority, followed by already existing reservations.
- Patrons are responsible for having access to design software for the machine they wish to use.
 - The library will have computers available to use in order to access patrons software accounts, but will NOT have a patron-use account.
- Patrons will not modify any of the hardware or software, or install/remove programs onto Library computers.
- Library staff will make sure that the equipment is set up for a patron's use prior to the scheduled appointment time. Staff are NOT able to provide extensive assistance on projects. They may be able to troubleshoot and provide tips. Links to assist in the proper use of tools are available on the library's website.
- Some equipment requires a staff member to be present while in use.
- No food or drinks are allowed near the machines at any time.
- If any equipment breaks, or any accident occurs, a Library staff member must be notified immediately.

Toybox 3D Printer Usage

- The SPOT 3D Print Request form must be filled out by any person wishing to have a print made. The library will only accept prints that come directly from the Toybox database. No user submitted prints will be processed.
- Only Riverside staff may operate the 3D printers.
- Allow 1-2 weeks for printing. Some jobs may take longer depending on the number of prints in the queue.
- Patrons will be notified when their print is complete.
- Payment is due upon completion. The cost for printing is \$1.00 per hour with a minimum cost of \$1.00.
- Failure to pay for an item may result in loss of access to The SPOT.
- If you wish to be in the room while the print is processing, please indicate that on the request form.
- If you wish to have the print done in multiple colors, please submit a print request for each section, and the color for each section.
- The maximum print size for the Toybox machine is 180mm x 180mm x 120mm or 7.09" x 7.09" x 4.72".
- Prints must use the filament provided by the Library. Choice of color is dependent on availability.

- The Library is not responsible for failed prints.
- When submitting a print request, the patron agrees to assume all responsibility, and hold the Library harmless for any and all claims for patented, trademarked, or copyrighted material.

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 previously mentioned equipment. 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 appointment. I further agree to assume all responsibility for the conduct and safety of any 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 using The Spot.

I have read, and understand the attached policy for The Spot at the Riverside Public Library and the waiver, and I will personally guarantee and be responsible for compliance with these rules and procedures.

Name - Patron or Guardian (Print) _____

Address _____

Contact Phone Number _____

Email _____

Library Card Number _____

Date _____

Signature – Patron or Guardian _____

Preparations for Summer Reading were in high gear this month. Our theme is Plant a Seed, Read. Our big Summer Reading Kick-Off happened at the end of the month. Thank you to all of the staff and volunteers that helped make our event a big success! We had frozen custard donated by Andy's, a game table ran by representatives from Raising Canes, a balloon show presented by Dale Obrochta, in addition to games and activities run by our teen volunteers. We had 234 kids and teens sign up for the YTS program on the first day alone, and I am so excited for the rest of our summer.

Highlights

Storytimes and Programs for Young Children—Our regular storytimes and playtimes happened this month along with clay day. Thank you to Anne, Bridget, Fran and Mandi for planning and presenting these programs. I also want to thank our community partners who presented storytimes this month including Stephanie Roldan of the Treehouse, who presented Yoga Storytime, and Eleanor and Claudia for their bilingual storytime.

Afterschool Activities— Fran planned a fun Star Wars Day celebration on May the 4th. Mandi planned SPOT to Go drop in crafts that included crafts about animal habitats, butterflies and flowers.

School and Community Outreach—Outreach was a big focus for our department this month. We know it makes a big difference when we can talk to students about our summer reading program. Sometimes we go from classroom to classroom, other times we talk to bigger groups of students, and sometimes, students come to us for a field trip. All of these interactions help kids in the community not only learn about the Summer Reading Program, it also introduces them to library staff members, and when they come in, they see a familiar face and are excited to be here.

We also heard from our 2nd grade teacher friends at St. Mary's School. Ms. Turek heard that we display the young author's books for District 96 and they wondered if they could display their class's books at the Library as well. Of course, I said yes and we had their books on display later in May.

Mandi and I visited Ames School, Mandi visited Central School, and I visited Blythe and Hauser. We also had multiple field trips to the Library this month including Central's 3rd grade walking tour, Central's Kindergarten field trip and Hollywood's Communication Development Classroom's field trip.

We also did our final school visits of the school year, including visits to D96 Early Learners, RPC and Hollywood's CD classroom. We also had our last visits with Building Blocks Preschool. We are sad that the school is closing but grateful for our long relationship with the school.

Teen Programs: We put together Brain Break Kits for teens studying for finals. These included snacks and activities.

I also did six volunteer trainings for our Summer Volunteers. We rely a lot on volunteers over the summer and it is always great when teens want to give back to the community. This year, we have 93 volunteers trained and ready to help with our summer activities.

YOUTH & TEEN SERVICES – May 2026 – Nora Durbin

YOUTH & TEEN SERVICES STATISTICS – May 2026	
Reference questions asked	<u>160</u>
Informational questions asked	<u>210</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
5/1/2026	Yoga Storytime	11			11	
5/2/2026	Drop In Craft					10
5/4/2026	9:30 am Mini Storytime	10			8	
5/4/2026	Tummy Time	4			4	
5/4/2026	Storytime at RPC 1	10			2	
5/4/2026	Storytime at RPC 2	10			2	
5/4/1936	Storytime at RPC 3	10			2	
5/4/2026	Star Wars Day		5		2	
5/5/2026	Tummy Time	9			9	
5/6/2026	The SPOT to Go Craft					12
5/6/2026	RB Transitions Book Club			8	2	
5/6/2026	Pokémon Meet Up		5		2	
5/7/2026	Little Hands Playtime	5			2	
5/7/2026	D96 Early Learners Storytime AM 1	5			6	
5/7/2026	D96 Early Learners Storytime AM 2	28			10	
5/7/2026	D96 Early Learners Storytime PM	32			12	
5/8/2026	9:30 am Mini Storytime	4			4	
5/8/2026	10 am Mini Storytime	5			5	
5/9/2026	Family Playtime	5			4	
5/11/2026	10 am Mini Storytime	4			4	
5/11/2026	Ames SRP Talks		420		18	
5/11/2026	Tummy Time	6			6	
5/12/2026	Tummy Time	9			8	
5/12/2026	Blythe SRP Talks		210		12	
5/12 & 5/14	Central SRP Talks		450		18	
5/13/2026	Clay Day AM	10			5	
5/13/2026	Clay Day PM	5			2	
5/13/2026	Hauser SRP Talks			600	20	
5/14/2026	Little Hands Playtime	8			4	
5/15/2026	9:30 am Mini Storytime	6			3	
5/15/2026	10 am Mini Storytime	3			2	
5/15/2026	Central 3rd Grade Field Trip		75		18	
5/16/2026	Legopalooza		6		5	

YOUTH & TEEN SERVICES – May 2026 – Nora Durbin

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
5/16-5/19	High School Brain Break Kits			11		
17-May	Volunteer Training			31		
17-May	Spanish Bilingual Storytime	2			2	
5/18/2026	Volunteer Training			9		
5/18/2026	Visit to Building Blocks	15			2	
5/18/2026	Storytime at RPC 1	10			2	
5/18/2026	Storytime at RPC 2	10			2	
5/18/2026	Storytime at RPC 3	10			2	
5/19/2026	Hollywood CD Class Field Trip		9		6	
5/20/2026	Central Kindergarten Field Trip	57			12	
5/20/2026	Volunteer Training			7		
5/21/2026	Volunteer Training			7		
5/27/2026	Volunteer Training			26		
5/28/2026	SRP Kick Off treat tickets					297
5/30/2026	Volunteer Training			13		
5/1-5/30	Blue Board Question					70
5/1-5/30	YTS Scavenger Hunt					65
After School (19 Days)		566				
Phone Charger Checkout		12				
Board Game Usage		38				
Nintendo Switch Usage		4				
Study Room Usage		48				
Interactions with non-English speakers		0				

Circulation and Computer Services

May 2026

Sharon Shroyer

Circulation

Now that we have a date for the renovation of the circulation area, I have begun going through my 37 years of accumulated files, small equipment that I keep at my desk, and just plain stuff, in anticipation of the renovation. I will also be weeding some of the Library of Things.

The new Kanopy digital service seems to be doing very well. We have had 434 uses since it launched on April 1, 355 uses in May alone. Hoopla continues to be used as well. While they have not been able to block some of the material from loan that we hoped to, I have been able to go in and block some things manually. So far, the cut in the monthly Hoopla budget seems to be going well.

The Summer Reading Kickoff was great fun as always. This is always one of my favorite times in the library calendar of events.

The inventory of the YTS collection continues. We are fixing issues as it goes on.

Our annual renewal of our hotspots contract with Mobile Beacon has begun. Our hotspots continue to be the most popular Library of Things item we circulate.

Computer Services

I successfully setup the automatic backups on the new virtual drives that we have set up.

All of the Teen and Kids computers have been updated. The adult internet workstations are next.

Our current security software has now been set up with 2-factor authorization so that our access continues to be very secure.

We have had issues with our SWAN card swipes at the front circulation computers. The one that was never an issue stopped working. Since there are no drivers required for that equipment, I simply had to roll back updates one at a time until I was able to get the computer to recognize the equipment again.

I am continuing my work on the Technology Plan.

May 2026 Information Services Update

Diane Silva

Digital Library Protection Act

As of May 28, House Bill 5236 remained under legal review with the Senate General Counsel missing the May 31 deadline for committee assignment. Outreach efforts will continue throughout the summer in hopes that it will be assigned when the Senate returns to session in the fall.

Library Market Progress

Lisa is invaluable in our transition to the new calendar! She, Sharon, and I have attended set-up sessions through May. While I'm comfortable with the requirements, Lisa is doing the heavy lifting with implementation. We will enter June with set up mostly complete. Summer will bring staff training.

In the meantime, Henry is working on website designs that incorporate the new functionality with an eye toward WCAG requirements.

WCAG Progress

LibraryAware staff are moving forward on compliant functionality. This month, they rolled out an accessible opt-in page, allowing patron registration to both our internally created marketing/communication emails, and LibraryAware's upcoming book announcement emails. I've adapted those pages to suit our needs while maintaining compliance.

Advantage Archives, the hosting site for our community history archives, rolled out a new accessible search site and provided a copy of their VAT.

Henry incorporated both changes on our website.

SRP Kick Off

99 adults sign up during the highly successful kick-off! Kudos to Nora for her exceptional planning and to all of YTS for their hard work.

Additionally, I rolled out our first internal SRP, allowing staff to earn prizes along with patrons.

The Spot 3D Printing

Jordan and Mandi are now four weeks into our new Youth 3D Printing Open Hours (Tuesdays, 3:15–5:15 pm). The last few weeks of school have been a useful test period as we've worked to balance demand with the realities of our printing capacity. We can only complete about 15 prints during each session, so with a first come, first served model, some children inevitably miss out when demand is high.

We've also seen a number of repeat users. We'll be closely monitoring participation during the first few weeks of summer and evaluating whether any adjustments are needed to ensure opportunities are available to as many children as possible.

Kudos to Jordan and Mandi for their flexibility and creativity as they work to meet interest. It's a big job!

This summer we will have teen volunteers take charge of the program.

Programming Statistics

The SPOT Open Hours (3 sessions) – 16	Spring Plant Giveaway (LAC) - 57
The SPOT Appointments – 2 (1 req. staff)	What should we do this weekend – 11
Drop in Tech Help – 1	Chess Club (3 sessions) – 33
Tech Help Appointments – 1	Asahi (4 sessions) – 34
Proctor - 1	Mahjong (3 sessions) - 18
Book Discussion – 10	Meditation (2 session) – 18
ILP – Kuang – 3	Genealogy Club – 5
The Art of Glass - 27	Wordsmith’s Society - 6
Intro to 3D Printing – Adult – 5	Knitting Club (1 sessions) – 4
Hand Embroidery – Teen – 4	
Youth 3D Printing – 56 (3 sessions)	<u>Passive</u>
Gardening for Pollinators (LAC) – 22	Seed Packets Take/Leave –26

Patron Interactions – We had 518 patron interactions this month. 1 interactions with ESL patrons.

**Riverside Public Library
Miscellaneous Statistics - May 2026**

	May-26	May-25	YTD 2026	YTD 2025
Reference Statistics				
Questions Asked - Adult	518	673	3844	3818
Questions Asked - Youth Services	370	420	1846	2041

Internet Usage - Adult	239	287	1233	1417
- TYS	305	292	1489	197
Total Usage	544	579	2722	1614

Holdings				
Adult Titles Added	201	162	1056	985
YTS Titles Added	39	44	452	383
Total Titles Added	240	206	1508	1368
Adult Titles Withdrawn	292	199	598	1145
YTS Titles Withdrawn	10	354	175	1110
Total Titles Withdrawn	302	553	773	2255

Total Holdings			63447	62567
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Library Programs - Active				
Children 0-5	28	32	184	183
Children 6-11	11	10	40	44
YA 12-18	9	12	16	22
Adults 19+	27	29	161	170
General Interest (Mixed)	9	5	76	28
Totals	84	88	477	447

Library Programs - Active Attendance				
Children 0-5	303	250	1561	1383
Children 6-11	1236	1146	1446	1359
YA 12-18	708	338	745	426
Adults 19+	491	592	2462	3844
General Interest (Mixed)	493	295	2037	1950
Totals	3231	2621	8251	8962

Library Programs - Passive				
Children 0-5	5	8	33	33
Children 6-11	2	3	14	13
YA 12-18	1	2	1	2
Adults 19+	3	2	12	11
General Interest (Mixed)	4	3	35	18
Totals	15	18	95	77

Library Programs - Passive Attendance				
Children 0-5	50	117	296	395
Children 6-11	18	31	140	103
YA 12-18	11	11	11	11
Adults 19+	25	75	72	250
General Interest (Mixed)	157	247	1318	1439
Totals	261	481	1837	2198

Community Programs Attendance	15	8	65	54
	66	91	617	666

	May-26	May-25	YTD 2026	YTD 2025
Study Room Use	48	31	238	158
New Library Cards Issued	48	49	230	233
Library Attendance	8652	8407	41903	40243
Notary Service	14	22	78	90
Checkouts	4264	4552	23035	24562
Renewals	3107	3286	15483	15889
Checkins	4986	5703	26621	29135
Total Circulation	12357	13541	65139	69586
Interlibrary Loans				
Loaned	937	1001	4963	5029
Borrowed	1009	1057	5577	5825
Reciprocal Borrowing				
Loaned to Other Library Patrons	465	496	2380	2712
RPL Patrons Borrowing Elsewhere	1264	1105	6748	6350
Digital Resources				
Hoopla	434	409	2069	2004
Palace Project	118	85	380	575
Libby (Digital Library of Illinois)	1625	1921	10514	9551
Kanopy	355	NA	434	NA
Web Site Total Hits	4110	4133	22206	21691
Wireless Statistics	3945	4367	10168	11255
Online Databases				
Ancestry.com				
Searches	285	415	1266	2389
Returns	564	690	2227	4237
Newsbank				
Searches	35	13	87	150
Consumers Reports				
Sessions	12	15	47	48
Searches	151	150	603	358
Chicago Tribune				
Digital Views	3371	NA	6752	NA
Digital Users	8	NA	21	NA
Online Views	72	NA	188	NA
Online Users	10	NA	30	NA
Additional Statistics				
Newspaper Archives				
Searches	38	23	207	145
Museum Passes				
Issued	17	30	66	74
Library of Things				
Equipment	63	103	321	345
Kits	16	10	90	62
Spot Collection Use	18	5	134	38

Library Director's Report
May 2026
Janice Foley

Administration

The Library experienced an unusually high number of incidents during the month of May, resulting in the completion of five incident reports — a number that exceeds what we would normally encounter in an entire year. Three of these incidents required law enforcement involvement, including two direct police responses and one consultation with Chief Buckley.

Several of the incidents involved threats directed toward staff and disruptive interactions with other patrons, causing situations to escalate beyond what staff could safely manage without outside assistance. These events not only disrupt Library operations and the public environment, but also place considerable stress on staff members. As many communities continue to face increasing social and personal challenges, public libraries are often experiencing the impact of those difficulties firsthand. Unfortunately, our Library has not been immune to these circumstances. It is now more understandable that many libraries have security guards and/or social workers in their employ.

Audit work continued this month. The process appears to be taking considerably longer than in previous years. Both Ashley and I have noticed delays in response times from the audit team. At one point, Ashley waited 15 days for a response to a question. In addition, the audit team has only been onsite at the Library once since the audit began. In prior years, auditors worked from the Terrace, allowing for more direct communication and quicker resolution of questions. Ashley has provided all requested materials in a timely manner. It will be interesting to review the final audit document. This year's audit also reflects an increased cost due to the Village's contract renewal with Lauterbach & Amen.

Following the May Board meeting, I contacted Michael Marrs to address the Board's questions regarding the exterior accessibility ramp. His response was forwarded to all Board members, and a copy of the email will be included in the Board packet. His suggested resolution has also been included for Board consideration and possible passage at the June meeting. Ken will provide additional updates from the architect as they become available.

The Library Use Policy was updated. The biggest change was the name of the policy. It will no longer be called the Exclusion of Patrons for Inappropriate Behavior policy.

Plans for the Summer Reading Kick-off were finalized, and the May 28th kick-off was a big success! Nora did a great job organizing the day's events and activities. Thank you to the staff who helped out and to Friends Ruth Julian and Sarah Nielsen. I enjoyed being outside and handing out treats for the adults and children who did not want ice cream.

The Capital Improvement Plan and Technology committees both met this month.

Community Outreach and Partnerships

We are ready for the Farmers' Market! Fran Perry from Youth and Teen Services will oversee the Library's participation in the Farmers' Market booth this year. She has selected the weekly themes, organized the scavenger hunt fruits and vegetables, and is coordinating additional staffing for the Library booth. I have greatly enjoyed serving as the coordinator for the past fifteen years and am confident that Fran's enthusiasm and organizational skills will ensure the program continues successfully. I will continue coordinating the music for the market this season.

As we have done in years past, the Library has submitted a piece for the Riverside Arts Weekend Community Art project. This year oars were decorated. Our entry for the auction is entitled Books on the Banks of the Des Plaines River.

We are registered for the Fourth of July Parade. Please let me know if you are interested in participating so I can send you more information closer to the date.

Friends of the Library met on May 19. They are attempting to build up their volunteer base. They have also decided to plan more events to promote the group and the sense of community with members and potential members.

The Genealogy Club met on May 28.

Building and Grounds

I contacted John Holton from Holton Brothers Masonry about the indoor front steps. He came out to do a visible inspection of the area and also looked at the bluestone slabs we have in storage. They will be able to use the slabs in the repair of the steps. The quote for the work is in the Board packet. The quote is well under the bid threshold and we have the funds to pay for the repair. Since with this project was not originally budgeted, a vote is needed for approval. He also provided me with the costs for the remaining areas of the building that need masonry work. We have had one area of the building addressed every year, so we may want to identify a section for this year as well.

Because of several concerns from patrons, safety tape was put on the outdoor steps. Unfortunately, it only took a few days before it started coming up and potentially causing a safety hazard. I contacted Anne Cyran from the Village and asked if there was a restriction on painting the front stairs with safety paint. She contacted Charlie Pipal, chairperson of the Preservation Commission, who said it was okay for us to do that.

Ken took his presidential and Buildings and Grounds committee responsibilities extremely seriously this month. He painted the yellow safety stripe on the front stairs and installed the sound blocking panels in the Study Room. We appreciate your hard work and dedication to the Library Ken.

Tim Uher from GT Mechanical provided a proposal to replace the Split HVAC units in the Friends of the Library Terrace.

Routine lawn care is ongoing. Elevator maintenance took place this month.

Michael A. Marrs<mamarrs@ktjlaw.com>
janicefoley.riversidelibrary.org
Hi Janice!

The replacement of the ramp will be a “repair, remodeling, or improvement of an existing library building” that is governed by Article 5 of the Local Library Act. Here is a general outline of how the Project should proceed:

1. Selection of Architect: It sounds like you have already retained an architect for the work. Please provide details to me on how the architect was selected, whether it was an architect you have worked with before and the cost of the work he or she performed;
2. Prepare Design/Specs and Estimate Costs: Your next steps after selecting an architect are to:
 - a. have the architect prepare drawings/specifications for the ramp (sounds like this was already done);
 - b. have the architect provide you with an estimate of the probable construction cost (talk to them about this; they are experienced at this and should be able to provide this info.) This project will be subject to the Illinois Prevailing Wage Act, which the architect should keep in mind when preparing the cost estimates;
 - c. identify an anticipated “soft costs” which are necessary costs but are not truly construction, such as architect’s fees, permit fees, inspections, costs related to providing temporary access, project contingencies, and project closeout costs. The architect may be able to help you in identifying these costs as well;
 - d. Using the information from b and c, prepare a total project budget.These item 2 items are pursuant to Section 5-1 of the Local Library Act (75 ILCS 5/5-1), which requires the library trustees to “cause a plan to be prepared and an estimate to be made of the cost” of the project.
3. Determine Source of Funds: Next, the Library Board should determine the source of funds. You said that Library plans to use its savings to do this, so, at a Board meeting, the Board can add an agenda item identifying that the project will be paid for from funds currently available and that no bonds or outside funding is required. I can help you with agenda wording. If you have already done something like that, let me know.
4. Board Action. Next, Section 5-1 requires the Board to “make a record of their proceedings and determinations and transmit a copy thereof to the corporate authorities for their consideration and approval.” 75 ILCS 5/5-1. We can do this all in a Resolution adopted by the Library Board, which can then be transmitted to the Village.
5. The Village will consider and approve the submission from the library.
6. Certificate of Appropriateness: I believe the Library is a designated local landmark, correct? You will then need to seek a certificate of appropriateness from the Village through the Historic Preservation Commission. See Section 11-1-3-4 of the Village Code: https://codelibrary.amlegal.com/codes/riversideil/latest/riverside_il/0-0-0-9131. I am guessing the Village will want you to get this prior to the Village’s approval of the project, but we can discuss with them when we get to this point.
7. Bid Docs. Assuming the project cost will exceed \$25k, it will need to be competitively bid pursuant to 75 ILCS 5/5-5. You will need a set of bid documents that will allow the parties bidding on it to determine what they should bid
8. Advertising for Bids. The Library will then advertise for bids by publishing a bid notice like it did for the renovations a few years ago. You can also post on the library website and send info to any contractors you think may be interested.

9. Award of Bid. The Library will receive bids back, open them, review them for responsiveness, and ultimately the Library Board will award the contract to the lowest responsible bidder. If no bids are within the estimated budget, or for other reasons in the Board's discretion, you could reject the bids and adjust the plans and rebid the project.
10. Contract Execution/Construction. Once you award the contract, the bidder can pull Village permits and proceed to construct the project.

In terms of when to let the Village know about the project, that is up to you. Guessing you may want to give an informal heads up to staff prior to transmitting the design, cost estimates and source of funding info to them.

In terms of when to submit plans to the Village, you should probably do that after the Library Board has made the determinations in 3, or any time up to right after Village consideration under 5 or approval of certificate of appropriateness under 6 (you may want to wait for this in case they demand adjustments to the design). You will definitely want Village plan review prior to going to bid so you know people are bidding on plans the Village won't have any issues with.

Finally, in terms of letting the public know, that is again up to the Library Board, but they will definitely know at the time you put it on your agenda under Step 4 above. I agree there isn't much point to soliciting public input on the design outside of public meetings (unless you want the costs to increase!). Also, the public will have an opportunity to provide any comments or input at Library Board meetings, Historical Commission consideration of Certificate of Appropriateness, and Village Board approval of project.

Hopefully that is enough to get you started! I am sure you will have follow up questions so send them to me whenever, or we can talk.

Michael.

□

□

MICHAEL A. MARRS
Partner

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Wordsmiths Society Writers' Group Participation Agreement

Participant Information

Member Name (Print): _____

Email: _____

Phone Number: _____

Group Description

The Wordsmiths Society Writers' Group (Group) meets regularly at the Riverside Public Library (Library). Attendees are encouraged to share work and meaningful critique. The Group uses technology, like Google Drive, to share work for discussion. Any stored work is deleted monthly and remains the property of the author.

Code of Conduct & Intellectual Property

- **Respectful Critique:** Critique must be respectful. Comments that are not relevant to the work or that are deemed harmful, abusive, or inappropriate are not permitted.
- **Confidentiality:** All shared works are the private property of the author. Participants may not share, copy, or distribute another member's work.
- **Plagiarism:** Participants may not submit any work that is not their own.
- **Information Sharing:** Comments and/or critiques must be shared in the submitted documents in the Group's share folder, or other shared technology. Comments and critiques may not be sent via email.
- **Collaboration:** Engagement or collaboration with another member outside of the Group shall be undertaken at their own risk. The Library is not responsible or liable for any injury, loss, damage, or claim arising from such engagement.

Terms and Termination

- **Duration:** This agreement is valid from the Signature Date.
- **Termination:** The Library reserves the right to terminate participation for breach of this agreement, conduct detrimental to the Group, or violations of other Library policies.

Acceptance

By signing below, the member acknowledges they have read and agree to the terms above. I will also personally guarantee and be responsible for compliance with these rules and procedures.

Signature: _____ Date: _____



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 6/01/2026
Re: Architect Contract for Accessible Ramp

At Michael Marr's instruction, the Board needs to approve this resolutions to follow the guidelines of the Illinois Statutes.

"Because the architectural work will be less than \$40k, most of the more onerous requirements are waivable, but we may want to consider ratifying the selection of Tim through a Resolution waiving Sections 4, 5 and 6 of the Local Government Professional Services Selection Act pursuant to Section 8 of the Act."

RESOLUTION NO. 2026-1

A RESOLUTION WAIVING SECTIONS 4, 5, AND 6 OF THE LOCAL GOVERNMENT PROFESSIONAL SERVICES SELECTION ACT (50 ILCS 510/) FOR PROFESSIONAL SERVICES

WHEREAS, the Riverside Public Library is authorized to enter into contracts for professional architectural, engineering, and land surveying services; and

WHEREAS, Section 8 of the Act authorizes the governing body of a non-home-rule unit of local government to waive the provisions of Sections 4, 5, and 6 of the Act by resolution when the professional services required are estimated to cost less than Forty Thousand Dollars (\$40,000), or when a bona fide emergency exists; and

WHEREAS, the Board of Trustees has determined that the professional services required for the Accessibility Ramp Project are estimated to cost less than Forty Thousand Dollars (\$40,000); and

WHEREAS, the Board of Trustees finds that it is in the best interest of the Library to waive the procedures set forth in Sections 4, 5, and 6 of the Act for this project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Riverside Public Library, Cook County, Illinois, as follows:

Section 1

The foregoing recitals are incorporated herein as findings of the Board of Trustees.

Section 2

Pursuant to Section 8 of the Local Government Professional Services Selection Act, 50 ILCS 510/8, the Board hereby waives the requirements of Sections 4, 5, and 6 of the Act with respect to the professional services associated with Timothy Berneche.

Section 3

The Library Director and/or Board President are authorized to negotiate and execute an agreement for such professional services consistent with applicable law and approved appropriations.

Section 4

This Resolution shall be in full force and effect immediately upon its passage and approval as provided by law.

PASSED this ninth day of June, 2026.

**BOARD OF TRUSTEES
Riverside Public Library**

Trustee	Vote
Amy Bilow	_____
Tracy Bohrer	_____
Ken Circo	_____
Nancy DeFauw	_____
Courtney Greve Hack	_____
Daniel Loucks	_____
Mickey Novak	_____

APPROVED:

Board President

ATTEST:

Secretary, Board of Trustees



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 5/21/2026
Re: Masonry Upkeep and Repair

Since 2024, we have been performing ongoing upkeep and repairs to the building masonry. Of the seven identified zones, three have been completed. We now have the opportunity to determine which area we would like to prioritize for the next phase of work.

Because the masonry work is typically completed in the fall, we will have time to evaluate whether the project can be funded through the operational budget or if it will be necessary to utilize one of the Library's designated Funds.



Holton Brothers, Inc. Contractors

PO Box 86
Arlington Heights, IL 60006-0086

Phone: 847-253-3886
Fax: 847-253-3255

Masonry Repairs - Tuckpointing - Caulking – Waterproofing

Please check if project is tax exempt (attach certificate of exemption)

Number AABQ19356-01

Date May 20, 2026

Proposal Submitted To:

Riverside Public Library
1 Burling Road
Riverside, IL 60546

Attn: Ms. Janice A. Foley
Library Director

Project Site

Your Sales Rep

John Holton
Vice President
847-253-3886
John@holtonbrothers.com

Holton Brothers, Inc proposes to furnish, labor, materials, equipment and insurance complete in accordance with the following specifications.

EXTERIOR RESTORATION

The north, south, east and west exterior elevations, from roof coping to grade, to include the east chimney have been visually inspected by this contractor. It is my opinion the proper procedure for repair should be as outlined in the following specifications.

TUCKPOINTING OF STONE MASONRY

All exterior stone masonry shall be inspected and tested for soundness. Mortar joints which are visibly loose, eroded or separated from adjoining masonry units shall be cut out to a minimum depth of one inch (1") and as much more as conditions require. After cleaning and flushing with water, joints which have been cut out and all voids in mortar shall be filled with a non-shrinking mortar and finished off with a tooled surface to match existing work as closely as possible. Completed work shall be wet down to insure proper curing of the mortar. NOTE: hairline cracks in mortar shall not be deemed defective and are not included in the quote

TUCKPOINTING OF BRICK MASONRY

All exterior face brick masonry shall be inspected and tested for soundness. Mortar joints which are visibly loose or eroded from adjoining brick masonry shall be cut out with a power-driven abrasive wheel to a minimum depth of three-quarter inch (3/4") and as much more as conditions require. After cleaning and flushing with water or compressed air, joints which have been cut out and all voids in mortar shall be filled with special tuckpointing mortar and finished off with a tooled surface to match adjoining areas as closely as possible. Completed work shall be wet down to insure proper curing of the mortar. NOTE: hairline cracks in mortar shall not be deemed defective and are not included in the quote.

REPLACEMENT OF SEVERELY DAMAGED AND CRACKED LIMESTONE MASONRY

Six (6) severely damaged and cracked limestone masonry over windows on the northeast gable shall be chopped out. After proper preparation of areas where limestone have been removed, new limestone shall be relayed. New limestone shall match surrounding limestone masonry as closely as possible.

REPLACEMENT OF SEVERELY DAMAGED AND SPALLED STONE MASONRY

Severely damaged and spalled stone masonry on the front stair walls shall be chopped out. After proper preparation of areas where stone have been removed, new stone shall be relayed. New stone shall match surrounding stone masonry as closely as possible.

WATERBLASTING OF STONE MASONRY

Stone masonry located on the northeast and southeast gables and front stair walls shall be water blasted with high pressure (2500 PSI) water so as to remove dirt, discolorations and algae as best as possible.

EXTERIOR CAULKING IN THE FOLLOWING AREAS

- 1) All vertical joints in limestone belt-lines
- 2) All vertical joints in limestone copings

The above mentioned areas shall be sealed with Tremco Dymonic, a one part urethane sealant. Sealant shall be white or colored as required to match existing work.

Joint backing where necessary shall be close-cell, non-staining polyethylene in round or square shapes, such as ethafoam joint backing. Joint backing shall be compatible with sealants used.

PREPARATION OF JOINTS

Building joints shall be examined prior to application and any conditions detrimental to achieving a positive weather-tight seal shall be remedied.

All openings, joints or channels to be sealed shall be thoroughly clean, dry and free from dust, oil, grease or any other foreign matter.

Where joints are deeper than 1/2", polyethylene joint backing shall be used and packed into the joint at within 1/2" of the surface. A size shall be selected so as to allow for a minimum of 30% compression of the backing when inserted into the joint. Where joints are 3/4" wide, the backing shall be placed so the depth of the joint to receive the sealants does not exceed 1/4".

APPLICATION OF SEALANTS

Sealants shall be gun applied through a nozzle of such diameter so the full bead of sealant is gunned into the joint, filling the joint completely.

All beads shall be tooled immediately after application to insure firm, full contact with the inner faces of the joints. Excess material shall be struck off with a tooling stick or knife.

The finished bead shall be flush with the surfaces or as otherwise indicated. Caulking shall be outlined with masking tape so as to obtain a neat and uniform appearance. Movement and structural cracks which are caulked shall be dusted with a fine grade lake sand so as to attain the appearance as closely as possible of mortar.

COST BREAKDOWN

** In Order of Importance

I. Front Entry Stair Walls	(Completed in 2024)	
II. East Elevation	(Completed in 2025)	
III. East Chimney	(Completed in 2025)	
IV. North Elevation and Northeast Retaining Wall		\$20,560.00
V. South Elevation		\$17,515.00
VI. West Elevation		\$16,730.00
NOTE: Excludes Southwest Gable and Northeast Upper Chimney		
VII. Northeast Gable Stone Windows		\$18,645.00

Total	SEE COST ABOVE
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