

LEGAL NOTICE:

AGENDA  
MONTHLY MEETING OF  
THE RIVERSIDE PUBLIC LIBRARY BOARD OF TRUSTEES

Notice is hereby given that the Riverside Public Library Board of Trustees, Cook County, Illinois, will hold a Regular Meeting commencing at the hour of 7:30 pm on Tuesday, January 13, 2026 in the Foley Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:30 pm
- II. Roll Call
- III. Welcome Guests
- IV. Public Comment
- V. Approve Regular Meeting Minutes of December 9, 2025 – *Action Item*
- VI. Review of December Bills—*Action Item*
- VII. Review of December Financial Statements—*Action Item*
- VIII. Committee Reports - December
  - A. Finance – Nancy DeFauw
  - B. Building & Grounds – Ken Circo and Tracy Bohrer  
Land Survey for Accessibility Project
  - C. Policy & Bylaws – Dan Loucks
  - D. Technology – Mickey Novak
  - E. Communications and Marketing – Courtney Greve Hack and Amy Bilow
  - F. Reading Between the Wines – Amy Bilow and Tracy Bohrer
- IX. Staff Reports— December
  - A. Youth and Teen Services Manager—Nora Durbin
  - B. Circulation Services & Computer Services Manager—Sharon Shroyer
  - C. Information Services—Diane Silva
  - D. Monthly Statistics
- X. Director's Report—Janice Foley
- XI. Unfinished Business
- XII. New Business
  - A. Illinois Public Library Per Capita and Equalization Aid Grant Application
- XIII. Announcements
- XIV. Correspondence & FYIs
- XV. Executive Session

*The Board of Trustees may decide, by a roll call vote, to convene in executive session if there are matters to discuss confidentially, in accordance with the Open Meetings Act.*
- XVI. Adjournment



## **Committee Reports**

### **Building and Grounds**

#### **Exterior Lighting Proposal**

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

#### **Roll Call Vote:**

Ayes: DeFauw, Greve Hack, Loucks, Novak

Nays: None

Abstained: None

**The motion passed.**

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

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

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

### **Technology**

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

### **Reading between the Wines**

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

### **Staff Reports**

Trustee DeFauw acknowledged the YTS Charlie Brown Thanksgiving program.

The Board noted the new online library card registration process.

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

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

**Riverside Public Library**

**CASH DISBURSEMENTS**

**DECEMBER 2025**

**ACCOUNTS PAYABLE DISBURSEMENTS**



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

**Including voided check #24513**

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

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

### Amazon Charges Summary

12/01/25 - 12/31/25

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

**Riverside Public Library**

**FINANCIAL REPORTS**

**For 12 months ending**

**December 31, 2025**

**UNAUDITED**



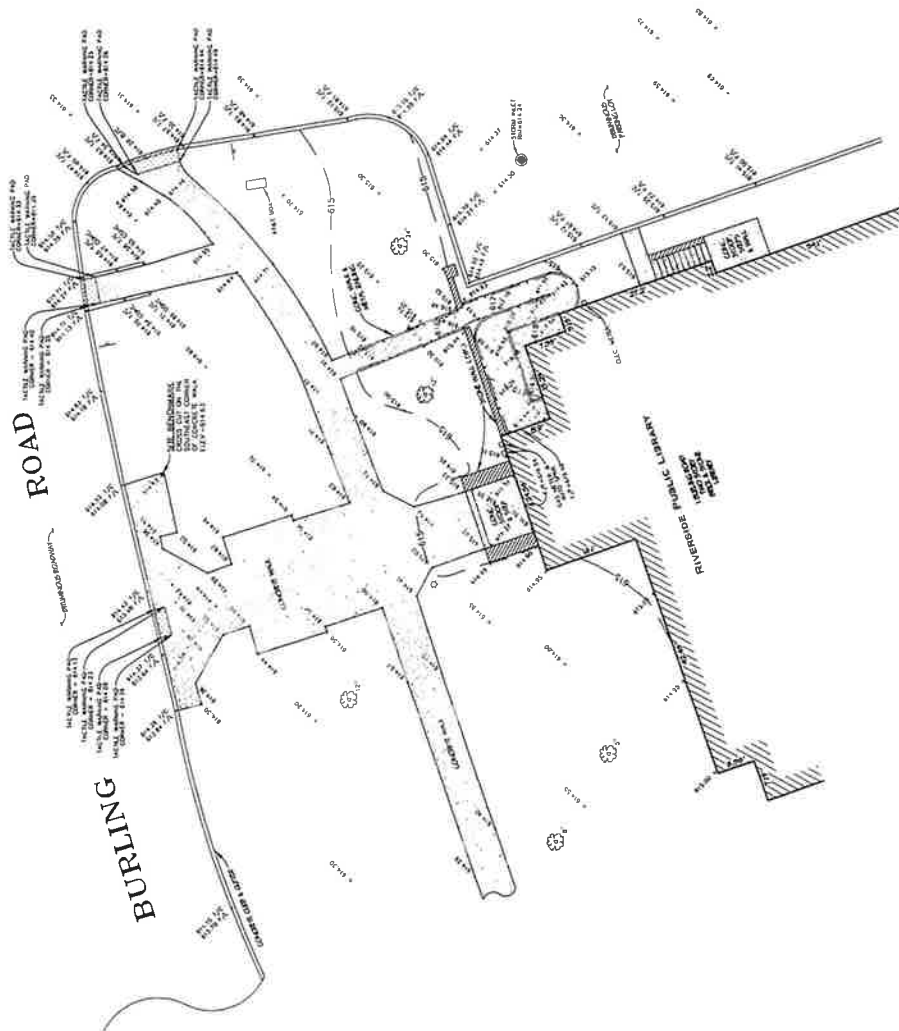
**The Riverside Public Library**  
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE  
From 12/1/2025 Through 12/31/2025

	Current Period Actual	Current Year Actual 12 mos. ending 12/31/2025	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2023 Property Tax revenue	0.00	632,380.71	0.00	632,380.71	0.00%
2024 Property Tax Revenue	0.00	(67,367.13)	1,369,986.00	(1,437,353.13)	(104.92)%
Lower Level Bond revenue	0.00	<u>218,950.00</u>	<u>123,000.00</u>	<u>95,950.00</u>	<u>78.01%</u>
Total Property Taxes	<u>0.00</u>	<u>783,963.58</u>	<u>1,492,986.00</u>	<u>(709,022.42)</u>	<u>(47.49)%</u>
Inter Government Funds					
Per capita state grants	0.00	13,714.55	13,000.00	714.55	5.50%
Corporate Replacement Taxes	<u>4,594.75</u>	<u>25,839.55</u>	<u>14,000.00</u>	<u>11,839.55</u>	<u>84.57%</u>
Total Inter Government Funds	<u>4,594.75</u>	<u>39,554.10</u>	<u>27,000.00</u>	<u>12,554.10</u>	<u>46.50%</u>
Interest on Operating Funds					
Interest-Illinois Funds	<u>1,781.51</u>	<u>43,870.09</u>	<u>11,000.00</u>	<u>32,870.09</u>	<u>298.82%</u>
Total Interest on Operating Funds	<u>1,781.51</u>	<u>43,870.09</u>	<u>11,000.00</u>	<u>32,870.09</u>	<u>298.82%</u>
Fees for Services					
Fines	206.59	2,794.54	700.00	2,094.54	299.22%
Fax Fees	0.00	3.00	0.00	3.00	0.00%
SPOT revenue/'internet fees'	0.00	15.00	200.00	(185.00)	(92.50)%
Printing Fees	323.41	4,334.51	1,500.00	2,834.51	188.97%
Book & Video Sales	473.22	4,665.12	3,600.00	1,065.12	29.59%
Adult Replacement Fees	69.00	657.00	100.00	557.00	557.00%
CYS Replacement Fees	0.00	289.00	100.00	189.00	189.00%
ILL Fees	0.00	35.00	50.00	(15.00)	(30.00)%
Lost Book Credit	45.00	478.24	100.00	378.24	378.24%
The SPOT revenue	113.00	217.90	0.00	217.90	0.00%
Meeting Room Charges	0.00	225.00	200.00	25.00	12.50%
Total Fees for Services	<u>1,230.22</u>	<u>13,714.31</u>	<u>6,550.00</u>	<u>7,164.31</u>	<u>109.38%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	721.15	(7,317.05)	200.00	(7,517.05)	(3,758.53)%
Donations	<u>9.00</u>	<u>131.85</u>	<u>0.00</u>	<u>131.85</u>	<u>0.00%</u>
Total Miscellaneous Revenue	<u>730.15</u>	<u>(7,185.20)</u>	<u>200.00</u>	<u>(7,385.20)</u>	<u>(3,692.60)%</u>
Total Revenues	<u>8,336.63</u>	<u>873,916.88</u>	<u>1,537,736.00</u>	<u>(663,819.12)</u>	<u>(43.17)%</u>

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

	Current Period Actual	Current Year Actual- 12 mos. ending 12/31/2025	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS Programming	92.93	1,070.62	1,000.00	(70.62)	(7.06)%
Adult Programming	0.00	5,083.77	5,000.00	(83.77)	(1.68)%
Library Programs	0.00	485.00	1,000.00	515.00	51.50%
Advertising Expenses	149.82	447.52	5,000.00	4,552.48	91.05%
Binding	0.00	0.00	200.00	200.00	100.00%
Newsletter Expense	0.00	15,756.54	16,000.00	243.46	1.52%
Total Marketing/Public Relations	242.75	22,843.45	28,200.00	5,356.55	18.99%
Administration					
Shipping Charges	18.00	579.79	600.00	20.21	3.37%
Legal Services	0.00	8,103.11	5,000.00	(3,103.11)	(62.06)%
Credit Bureau	39.40	768.30	600.00	(168.30)	(28.05)%
Telephone	238.79	5,837.22	7,500.00	1,662.78	22.17%
Postage	18.42	707.97	1,000.00	292.03	29.20%
Treasurer's Bond	0.00	500.00	1,000.00	500.00	50.00%
Liability Insurance	1,660.00	26,257.03	27,000.00	742.97	2.75%
Audit Fees	0.00	4,240.00	4,500.00	260.00	5.78%
Travel	0.00	76.95	100.00	23.05	23.05%
Seminars, Conferences, Meetings	0.00	169.90	400.00	230.10	57.52%
Membership Dues	150.00	755.00	750.00	(5.00)	(0.67)%
Accounting Expenses	197.89	2,667.97	5,000.00	2,332.03	46.64%
Staff Development	110.96	1,496.86	4,000.00	2,503.14	62.58%
Bond repayment	0.00	123,000.00	123,000.00	0.00	0.00%
Credit Card/Bank Fees	24.13	333.95	700.00	366.05	52.29%
Miscellaneous Expense	1,085.00	4,479.67	8,500.00	4,020.33	47.30%
Board Expense	0.00	529.31	1,000.00	470.69	47.07%
Capital Expense	0.00	0.00	27,500.00	27,500.00	100.00%
Total Administration	3,542.59	180,503.03	218,150.00	37,646.97	17.26%
Technology					
Technology Supplies	35.90	733.58	1,000.00	266.42	26.64%
Computer Consultant	0.00	320.00	2,000.00	1,680.00	84.00%
Network Maintenance	0.00	99.99	2,000.00	1,900.01	95.00%
Computer Hardware & Equipment	21.98	3,886.30	6,000.00	2,113.70	35.23%
E-Library Subscription Svs	186.37	12,135.77	14,500.00	2,364.23	16.31%
Computer Software	0.00	110.74	2,000.00	1,889.26	94.46%
Total Technology	244.25	17,286.38	27,500.00	10,213.62	37.14%
Total Operating Expense	89,600.74	1,323,778.59	1,457,150.00	133,371.41	9.15%
Miscellaneous Expenses					
Lost ILL Expense	0.00	(544.75)	0.00	544.75	0.00%
Transfer to Other Funds	0.00	25,000.00	0.00	(25,000.00)	0.00%
Total Miscellaneous Expenses	0.00	24,455.25	0.00	(24,455.25)	0.00%
Total Budgeted Expenses	91,123.86	1,398,886.70	1,526,850.00	127,963.30	8.38%





### SURVEY NOTES

1. Interview subjects are to be kept and treated properly.

2. Compare the legal structures, building forms, and materials as shown in the photographs with the information found in the literature.

3. Consult the local authorities for information about laws and regulations that affect the building.

4. Report on survey results and report the measurements immediately.

5. Conduct a study comparing and contrasting prior to the start of any construction.

6. To visit the building as shown between the different movements.

7. In the building between the different movements.

THE RIVERSIDE VILLAGE MALL

STATE OF MISSOURI) SS  
COUNTY OF CLATSOP)

DATE	11/24/25	FORM #	JW
BY	10	ISSUED BY	EAC
NO.	457-4377000		AL
CITY	Bakersfield		

<p><b>YOUR ORGANIZING SURVIVAL</b></p> <p>1 BURLING ROAD, RIVERSIDE, COOK COUNTY, ILLINOIS</p> <p>BERNECHE ARCHITECTURE</p>	<p>Page #</p> <p>428562-TP</p> <p>1</p> <p>1</p>
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## **Circulation and Computer Services**

December 2025

Sharon Shroyer

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

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

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

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

## **Computer Services**

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

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

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

# December 2025 Information Services Update

Diane Silva

## A Team Effort!

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

## The Palace Project Goes Live

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

## Book Ordering Updates

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

## Programming Updates

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

## Statistics

The SPOT Appointment - 4	SPOT – Keepsake Ornament by appt – 4
The SPOT Open Hours (6 sessions) - 5	Mahjong (3 sessions) - 14
Drop In Tech Help (1 sessions) - 1	Asahi (3 sessions) – 17
Book Discussion – 5	Meditation (2 sessions) - 11
Chess Club – (5 sessions) – 59	Wordsmith's Society – 6
Red Cross Blood Drive – 37	
SPOT Family Craft - 11	<b><u>Passive</u></b>
Craft – Positivity Jar - 9	General Passive – 185

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

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

### **Community Outreach and Partnerships**

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

### **Building and Grounds**

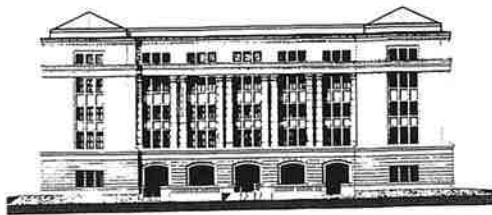
Unfortunately due to the building permit process, the exterior lighting project could not be done this year. We will be first on the docket in spring 2026.

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

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

Regular elevator maintenance took place this month.

Replacement of our water fountain filter was necessary.



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

## Illinois State Library

### ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

#### Certification of Eligibility

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

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

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

*Or, in the alternative,*

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

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

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

Title: Library Director Pronouns: she/her Date: \_\_\_\_\_

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

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

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

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

### **Part I. Review of Illinois Public Library Standards**

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

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

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



## 2.) Advocacy and Community Engagement

### ☒ Library meets all Core Standards

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

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

#### 4.) Collection Management

☒ **Library meets all Core Standards**

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

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

## 6.) Governance and Administration

### ☐ Library meets all Core Standards

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

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

## 8.) Information Services

### ☒ Library meets all Core Standards

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

We currently meet all of the Core Standards as well as many of the intermediate and advanced. 9.8% of our budget goes to materials for patrons. We will be looking into culturally sensitive cataloging terminology to see if we are in need of any changes. This is a relatively new concept for us.

## 10.) Programming

### ☒ Library meets all Core Standards

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

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

## 12.) Technology

### ☒ Library meets all Core Standards

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

While we meet the Core Standards, it is Technology where we plan a 2026 focus on! This will include our Technology Plan, our budgeting and also determining what falls under the technology umbrella at the Library. The Technology Committee has begun this process at the end of 2025 and will continue it in the coming year.

**Part IIb: Planned Use of Equalization Aid Grant Funds**

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

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

NA