

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, December 9, 2025 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 November 11, 2025 – Action Item**
- VI. Review of November Bills—Action Item**
- VII. Review of November Financial Statements—Action Item**
- VIII. Committee Reports - November**
 - A. Finance – Nancy DeFauw**
 - B. Building & Grounds – Ken Circo and Tracy Bohrer**
 - 1. Exterior Lighting proposals – Action Item**
 - 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— November**
 - 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. Standards for Illinois Public Libraries / Per Capita Grant Requirements**
- XII. New Business**
- XIII. Announcements**
- XIV. Correspondence & FYIs**
- XV. Executive Session**

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



**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
November 11, 2025**

Held Tuesday, November 11, 2025 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; Nancy DeFauw, Treasurer; Amy Bilow, Trustee; Tracy Bohrer, Trustee and Mickey Novak, Trustee.

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

Absent: Daniel Loucks, Secretary.

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

Review of Regular Meeting Minutes

Mickey Novak moved, and Nancy DeFauw seconded, that the Board approve the minutes of the October 14, 2025 regular meeting.

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

Nays: None

Abstained: None

The motion passed.

Review of Current Bills - October

Courtney Greve Hack moved, and Tracy Bohrer seconded, that the Board approve accounts payable check numbers 24437 through 24479, including voided check numbers 24473, and the payment of payroll checks for department numbers 01 through 04, which includes payroll through October 18, 2025, in the total amount of \$96,985.25.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements - October

Courtney Greve Hack moved, and Amy Bilow seconded, that the Board approve the financial statements for October 31, 2025, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports
Building and Grounds
Exterior Ramp Design Proposal

Courtney Greve Hack moved, and Nancy DeFauw seconded, that the Board approve Berneche2 architecture, pc design proposal of \$7,495.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

We received two proposals for the exterior ramp project which prompted a lengthy discussion. The Trustees had many questions including: condition of the current ramp, issues with the small masonry retaining wall, the cost estimate difference between the proposals, and the grant process. They agreed that this project requires several months, and perhaps a year, of lead time. The Trustees concluded we should move forward with the design phase and include this project in our long range capital plan.

The masonry work on the east façade is done and looks great. Thanks to the Village for the inconvenience of having the masonry equipment in their parking lot. The leak in the ceiling in the Director's office is a bit of a mystery. The roofers couldn't find a leak, so we called our plumbers. They couldn't find the source of the leak either. The plumbers are coming back to take another look.

We have not heard anything additional from the family of the lady that fell. The liability insurer (LIRA) reviewed the security video of the incident.

We also met with two exterior lighting companies, Artistic Outdoor Lighting and Outdoor Lighting Perspectives. Both seem very knowledgeable and were very responsive to our questions. The new lights would be low voltage, so we should avoid the issues we experienced in the past. The Trustees asked for more detailed information from the companies. We hope to discuss their proposals at the December meeting.

Technology

Trustee Novak reported that the Technology Committee met recently and will meet again next week. Trustee Novak suggested the Board consider hiring a contracted technology consultant. The Board discussed the difference between computer equipment and technology strategy planning. Director Foley contacted several other libraries to inquire how they handle this. The committee will discuss this further at their next meeting.

Communication and Marketing

Trustee Greve Hack mentioned that she has experience with ADA accessible website requirements and offered to support our efforts.

Reading between the Wines

Trustee Bohrer provided a summary of the first planning meeting for our 2026 Reading between the Wines fundraiser. The event is scheduled for March 7, 2026. Tickets will be \$45 for the wine tasting and an additional \$25 for the breakout event. Tickets will go on sale in late January. The breakout session this year will feature a vodka martini.

We have a lot of extra glasses in storage from previous years' events which we are planning to use this year. This will result in ordering a smaller number of new glasses. The glasses will likely include only the Library's logo.

We decided to forego the charcuterie cups for charcuterie platters, but will provide cups for attendees to build their own. This will save many hours of staff and volunteer prep time as well as hopefully some expense.

Peter Boutsikakis is once again working to lineup all the vendors. He has received commitment from many already. He will be providing the supplies and food for the charcuterie boards once again as well. He suggested several new ideas for marketing the event.

Peter asked for paper order forms to be used again. We're also thinking of providing a QR code for ordering as well.

The committee discussed additional fundraising ideas – raffle baskets and a split the pot raffle – as well as providing music for the event.

Staff Reports

Trustee Bilow acknowledged the Taylor Swift party and Young Entrepreneurs club.

Assistant Director Silva noted that we're seeing a shift in program attendance away from lecture style programs toward experiential programs. Both the tarot card program and the upcoming Olmsted Society program have waiting lists.

Director's Report

We had a great turnout for the Village's Trunk or Treat event. We distributed 350 treats and toys. Last month's genealogy program had 16 attendees for a presentation on DNA testing.

The Library is going to begin a long range capital planning process in the New Year. Director Foley asked for 2 Board members to participate in the planning. President Circo and Trustee Bohrer volunteered to help.

New Business

Illinois Public Library Standards/Per Capita Grant Requirements

Director Foley shared more information on the new standards / grant requirements. Trustee Greve Hack asked when we last completed a community needs survey. Assistant Director Silva responded that we included one as part of our strategic planning process in 2022.

Trustee Bohrer asked a question about homebound delivery and Trustee Bilow asked about new Trustee orientation.

Special Event Application

Courtney Greve Hack moved, and Tracy Bohrer seconded, that the Board approve Special Event application for the wedding vow exchange on December 14, 2025.

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

Nays: None

Abstained: None

The motion passed.

Baker and Taylor Dissolution

With the Baker and Taylor dissolution, we are seeing longer wait times for our Ingram orders. We have started ordering our January books already. We expect supply shortages to last several months.

The Palace Project app, which is replacing Boundless, should be ready on November 17. We've gotten a few questions about the app. It's very similar to other library e-reading and audio apps, so we're not anticipating much of a learning curve for patrons.

ADA Title II Accessibility Guidelines

Assistant Director Silva summarized the memo she included in the Board packet. The biggest issue with compliance is that all the third party vendors we contract with need to be WCAG compliant. RAILS has done a great job working with the standard library vendors to secure their volunteer product accessibility templates (VPATs).

Our calendar, although in compliance, is difficult to read with a text reader. Our research databases, with the exception of Consumer Reports, are accessed through the State Library.

We have a number of Library policies and forms in pdf format on the website that will need to be modified. The Board packet will be difficult to make compliant. We will be looking into developing a new Board packet template.

Trustee Greve Hack led a discussion with staff regarding our compliance process and asked for monthly progress reports.

2026 Library Board of Trustees Meeting Dates

Nancy DeFauw moved, and Amy Bilow seconded, that the Board approve the proposed Board of Trustee meeting dates as follows:

January 13, 2026

February 10, 2026

March 10, 2026

April 14, 2026

May 12, 2026

June 9, 2026

July 14, 2026

August 11, 2026

September 8, 2026

October 13, 2026

November 10, 2026

December 8, 2026

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

Nays: None

Abstained: None

The motion passed.

January 2026 Staff In-service

Courtney Greve Hack moved, and Tracy Bohrer seconded, that the Board approve a Library closure on January 23, 2026 for an all staff in-service day.

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

Nays: None
Abstained: None
The motion passed.

Announcements

President Circo reminded Trustees of the new training opportunity offered through the iLEAD training portal.

Correspondence

President Circo acknowledged receipt of thank you letters from Pat Flanagan and the family of LJ Barsotti.

Recess to Executive Session

Courtney Greve Hack moved, and Nancy DeFauw seconded, that the Board convene in Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1)) at 9:01 pm.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Return to Regular Session

Nancy DeFauw moved, and Mickey Novak seconded, that the Board return to Regular Session at 9:22 pm.

Adjournment

Upon motion by Tracy Bohrer, seconded by Amy Bilow, and passed unanimously, the meeting was adjourned at 9:23 pm.

President

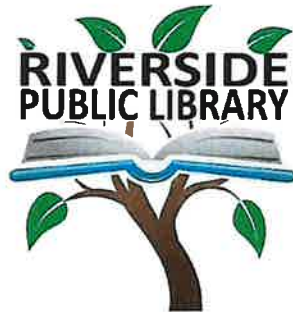
Secretary

Riverside Public Library

CASH DISBURSEMENTS

NOVEMBER - 2025

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR NOVEMBER 2025 ACCOUNTS PAYABLE
AND NOVEMBER 2025 PAYROLL = \$188,507.79**

Including voided checks: #24484

Riverside Public Library
Cash Balances
As of 11/30/2025

	Balance, <u>11/30/2025</u>
Consolidated Operating Funds:	
First American- Checking	83,451.60
First American- Payroll	<u>268.21</u>
Total First American accounts	83,719.81
Illinois Funds	
Tax/Reserve Fund	585,114.34
Capital Improvements Fund	50,656.02
Special Reserve Fund	98,550.66
Working Cash Fund	275,333.37
Library Bond Fund	<u>39,531.30</u>
Total Illinois Funds	1,049,185.69
Total Operating Funds Cash Balances	1,132,905.50
Gift & Endowment Funds:	
Library Gift Fund	140,328.14
Batko Endowment Fund	6,870.63
Lower Level Renovation Fund	59,037.32
General Endowment Fund	11,527.53
Darwin Fund	<u>18,790.29</u>
Total Gift & Endowment Funds	236,553.91
Total Funds	<u>1,369,459.41</u>

The Riverside Public Library
Check/Voucher Register - A/P Checks
From 11/1/2025 Through 11/30/2025

Check Number	Check Date	Payee	Check Amount	Transaction Description
24480	11/6/2025	KC Cleaning, Inc.	250.00	Carpet Cleaning
24481	11/6/2025	M. Colleen Klimczak	200.00	Organize Your Holiday - Program
24482	11/6/2025	Barbara G Meyer	250.00	Intro to Tarot Cards - Program
24483	11/6/2025	Mark Sikora	480.00	October Glass Sales - 6
24485	11/12/2025	Klein, Thorpe & Jenkins, Ltd.	2,791.59	Legal Services
24486	11/12/2025	Tonies US, Inc	456.00	Audio Stories
24487	11/18/2025	Abila	197.89	Accounting Software
24488	11/18/2025	Delta Dental of Illinois - Risk	32.37	Dental - November
24489	11/18/2025	Delta Dental of Illinois- Vision	39.18	Vision - November
24490	11/18/2025	Garvey's Office Products	99.99	Printer Toner
24491	11/18/2025	Business Card	836.81	Credit Card Purchases
24492	11/18/2025	NICOR Gas	432.94	Gas Bill
24493	11/18/2025	North Suburban Employee Benefit Cor	324.00	Dental - October
24494	11/18/2025	North Suburban Employee Benefit Cor	3,924.84	Medical - October
24495	11/18/2025	Village of Riverside	5,934.20	November 2025 IMRF
24496	11/25/2025	Berneche2 Architecture, P.C.	2,500.00	Project Retainer for Ramp
24497	11/25/2025	Colley Elevator Co.	480.00	Elevator Maintenance
24498	11/25/2025	Fullmer Locksmith Service	191.00	Keypad Membrane Replacement
24499	11/25/2025	KC Cleaning, Inc.	2,000.00	Janitorial Services
24500	11/25/2025	NCPERS Group Life Ins	32.00	Term Life - Forsyth & Silva - December
24501	11/25/2025	Unique Management Services, Inc.	108.35	October Placements
1656	11/30/2025	Administration	8,546.31	Group: 01
1657	11/30/2025	Information Services	12,608.31	Group: 02
1658	11/30/2025	Children & Youth Services	7,782.30	Group: 03
1659	11/30/2025	Patron Services	<u>14,073.38</u>	Group: 04
			64,571.46	
	11/7/2025	EFTPS - Employer Portion	2,155.34	
	11/21/2025	EFTPS - Employer Portion	2,171.24	
ACH00083	11/30/2025	Leaf	816.96	Copier Rental
ACH00084	11/30/2025	Bank of New York Mellon	111,500.00	Bond Repayment
ACH00085	11/30/2025	Comcast Cable	238.79	High Speed Internet
ACH00086	11/30/2025	Comcast Cable	<u>492.04</u>	Phone Bill
Report Total			<u>181,945.83</u>	

The Riverside Public Library
Check/Voucher Register - A/P Checks
From 12/9/2025 Through 12/9/2025

Check Numbr	Check Date	Payee	Check Amount	Transaction Description
24502	12/9/2025	Amazon Capital Seviles	1,940.91	Amazon Purchases
24503	12/9/2025	Cintas Corporation LOC. 769	640.56	Mats and Cleaning Supplies
24504	12/9/2025	Colley Elevator Co.	240.00	Elevator Maintenance
24505	12/9/2025	Garvey's Office Products	37.03	Garbage Bags
24506	12/9/2025	Ingram Library Services	2,014.94	Various Titles
24507	12/9/2025	Midwest Tape	878.08	Digital Subscriptions
24508	12/9/2025	Village of Riverside	514.80	Water Bill
24509	12/9/2025	SWAN	<u>295.64</u>	Reciprocal Borrowing/Interlibrary Loans
Report Total			<u>6,561.96</u>	

Riverside Public Library
List of credit card charges
Check dated 11/18/2025

9.99	Cricut	Monthly Subscription
24.99	Netflix	Monthly Subscription
29.99	Hulu	Monthly Subscription
14.88	USPS	Postage
176.42	Bayscan	Adhesive Paper - 24 rolls
104.99	USA Today	Subscription
19.68	Goodwill	CYS Supplies
30.00	Village of Rosemont	ILA Parking
24.21	ToyBox Labs	SPOT Expenses
25.00	IREAD	SRP T-shirts
45.97	OTC Brands	SRP Supplies
144.70	Illinois Library Association	SRP Supplies
155.99	Renaissance Roofing	Roof Leak Inspection
30.00	Czech & Slovak	Geneology Membership
<u>836.81</u>		

Amazon Charges Summary**11/01/25 - 11/30/25**

75.81	Office Supplies
9.99	CYS Supplies
78.47	Books - Fiction
286.53	Movies - Fiction
49.99	SPOT
436.64	CYS Videogames/DVDs
42.01	Adult Programming
69.99	Misc
79.97	Tech Supplies
40.94	Building Maintenance Supplies
79.42	Building Maintenance
160.59	Equipment Maintenance
530.56	Staff Holiday Gifts
1,940.91	Total

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 11/30/2025

	<u>Current Period Balance</u>
Assets	
Illinois Fund-Operating Fund	585,114.34
Ill Fund Prime-Special Reserve Fund	(0.01)
1st American-Checking Account	68,229.09
1st American-Payroll Account	268.20
Riverside Bank savings account	0.01
Illinois Fund- Library Bond Fund	(42,292.80)
Property Tax Receivable	(760,590.24)
Due from Other Funds	3,056.69
Due from Gift Fund	615.67
Due from other groups	520.19
Due from Friends of the Library	455.00
Staff Receivables	10.42
Fixed Assets	2,100,381.00
Prepaid Expense	3,373.00
Total Assets	<u><u>1,959,140.56</u></u>
Liabilities	
Accounts Payable	6,561.96
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,074.82
IMRF Payable	(301.82)
Deferred Property Taxes	(760,590.69)
Accrued Payroll	18,548.84
Health Insurance Payable	(3,349.48)
Term Life Insurance Payable	(200.00)
Due to Other Funds	2,115.00
Due to Library Gift Fund	4,050.00
Due to Friends of the Library	376.00
Due to Olmsted Society	20.00
Due to Historical Society	719.50
Due to Preservation Commission	3.00
Investment in Fixed Assets	2,100,381.00
Total Liabilities	<u><u>1,369,347.56</u></u>
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	1,030,218.33
Restricted for Audit	3,502.75
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	256.63
Total Beginning Fund Balances	<u>1,032,176.50</u>
Excess Revenues/(Expenditures)	<u>(442,383.50)</u>
Total Fund Balances	<u><u>589,793.00</u></u>
Total Liabilities & Fund Balances	<u><u>1,959,140.56</u></u>

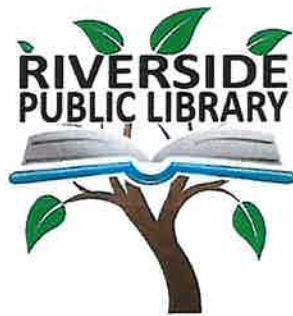
Riverside Public Library

FINANCIAL REPORTS

For 11 Months Ending

November 30, 2025

UNAUDITED



The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 11/1/2025 Through 11/30/2025

	Current Period Actual	Current Year Actual 11 mos. ending 11/30/2025	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	(111,500.00)	(67,367.13)	1,369,986.00	(1,437,353.13)	(104.92)%
Lower Level Bond revenue	111,500.00	218,950.00	123,000.00	95,950.00	78.01%
Total Property Taxes	<u>0.00</u>	<u>783,963.58</u>	<u>1,492,986.00</u>	<u>(709,022.42)</u>	<u>(47.49)%</u>
Inter Government Funds					
Per capita state grants	0.00	13,714.55	13,000.00	714.55	5.50%
Corporate Replacement Taxes	0.00	21,244.80	14,000.00	7,244.80	51.75%
Total Inter Government Funds	<u>0.00</u>	<u>34,959.35</u>	<u>27,000.00</u>	<u>7,959.35</u>	<u>29.48%</u>
Interest on Operating Funds					
Interest-Illinois Funds	2,107.34	42,088.58	11,000.00	31,088.58	282.62%
Total Interest on Operating Funds	<u>2,107.34</u>	<u>42,088.58</u>	<u>11,000.00</u>	<u>31,088.58</u>	<u>282.62%</u>
Fees for Services					
Fines	234.59	2,587.95	700.00	1,887.95	269.71%
Fax Fees	0.00	3.00	0.00	3.00	0.00%
SPOT revenue/'internet fees'	15.00	15.00	200.00	(185.00)	(92.50)%
Printing Fees	473.07	4,011.10	1,500.00	2,511.10	167.41%
Book & Video Sales	296.15	4,191.90	3,600.00	591.90	16.44%
Adult Replacement Fees	105.00	588.00	100.00	488.00	488.00%
CYS Replacement Fees	8.00	289.00	100.00	189.00	189.00%
ILL Fees	0.00	35.00	50.00	(15.00)	(30.00)%
Lost Book Credit	234.25	433.24	100.00	333.24	333.24%
The SPOT revenue	11.00	104.90	0.00	104.90	0.00%
Meeting Room Charges	25.00	225.00	200.00	25.00	12.50%
Total Fees for Services	<u>1,402.06</u>	<u>12,484.09</u>	<u>6,550.00</u>	<u>5,934.09</u>	<u>90.60%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	65.50	(8,038.20)	200.00	(8,238.20)	(4,119.10)%
Donations	11.05	122.85	0.00	122.85	0.00%
Total Miscellaneous Revenue	<u>76.55</u>	<u>(7,915.35)</u>	<u>200.00</u>	<u>(8,115.35)</u>	<u>(4,057.68)%</u>
Total Revenues	<u>3,585.95</u>	<u>865,580.25</u>	<u>1,537,736.00</u>	<u>(672,155.75)</u>	<u>(43.71)%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 11/1/2025 Through 11/30/2025

	Current Period Actual	Current Year Actual- 11 mos.ending 11/30/2025	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	59,199.03	721,746.84	810,000.00	88,253.16	10.90%
Health & Life Insurance	2,943.63	65,833.23	74,000.00	8,166.77	11.04%
Employer's Portion - IMRF	3,653.78	43,759.38	50,000.00	6,240.62	12.48%
Employer's Portion - FICA	4,326.58	52,613.07	62,000.00	9,386.93	15.14%
Unemployment Comp Expense	18.84	799.17	1,800.00	1,000.83	55.60%
Total Personnel Services	70,141.86	884,751.69	997,800.00	113,048.31	11.33%
Supplies					
Office Supplies	75.81	2,301.53	2,500.00	198.47	7.94%
Library Supplies	176.42	1,828.12	3,000.00	1,171.88	39.06%
Building Maintenance Supplies	372.00	7,493.28	9,000.00	1,506.72	16.74%
Ink Cartridges	0.00	1,275.95	1,500.00	224.05	14.94%
Total Supplies	624.23	12,898.88	16,000.00	3,101.12	19.38%
Contractual Services					
Janitorial	2,250.00	22,250.00	30,000.00	7,750.00	25.83%
Water	514.80	2,713.47	4,000.00	1,286.53	32.16%
Gas	432.94	9,962.62	15,000.00	5,037.38	33.58%
Building Maintenance	772.94	21,023.76	32,000.00	10,976.24	34.30%
Small Equipment Maintenance	0.00	906.15	1,000.00	93.85	9.38%
Equipment Maintenance	980.58	14,269.76	20,000.00	5,730.24	28.65%
Furnishings & Equipment	0.00	0.00	5,000.00	5,000.00	100.00%
Copier Rental & Maintenance	816.96	8,795.74	11,000.00	2,204.26	20.04%
Total Contractual Services	5,768.22	79,921.50	118,000.00	38,078.50	32.27%
Electronic Resources					
On-line Data Bases	878.08	19,427.27	32,000.00	12,572.73	39.29%
SWAN Computer	0.00	23,633.00	30,000.00	6,367.00	21.22%
Internet Expense	238.79	2,626.69	3,200.00	573.31	17.92%
Patron Subscription services	54.98	3,442.78	4,500.00	1,057.22	23.49%
Total Electronic Resources	1,171.85	49,129.74	69,700.00	20,570.26	29.51%
Information Services					
Books	1,267.02	16,831.70	20,500.00	3,668.30	17.89%
Standing Order Books	307.49	3,624.67	4,500.00	875.33	19.45%
Periodicals	104.99	8,493.16	10,000.00	1,506.84	15.07%
Videos	286.53	2,412.07	3,000.00	587.93	19.60%
Library of Things expenses	0.00	237.25	500.00	262.75	52.55%
The SPOT expenses	74.20	484.04	650.00	165.96	25.53%
Total Information Services	2,040.23	32,082.89	39,150.00	7,067.11	18.05%
Children/Youth Services					
CYS Juvenile Books	186.15	3,439.63	5,000.00	1,560.37	31.21%
CYS Periodicals	0.00	0.00	250.00	250.00	100.00%
CYS Reference Books	0.00	0.00	500.00	500.00	100.00%
CYS Video Games	277.99	277.99	300.00	22.01	7.34%
CYS Young Adult	52.23	903.19	2,000.00	1,096.81	54.84%
CYS Easy Books	191.43	2,543.18	3,000.00	456.82	15.23%
CYS DVD	158.65	487.97	700.00	212.03	30.29%
CYS Toys & Puzzles	0.00	34.98	100.00	65.02	65.02%
CYS Storytime Resources	0.00	16.99	100.00	83.01	83.01%
CYS STEAM	56.00	215.69	400.00	184.31	46.08%
Total Children/Youth Services	922.45	7,919.62	12,350.00	4,430.38	35.87%
Marketing/Public Relations					

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 11/1/2025 Through 11/30/2025

	Current Period Actual	Current Year Actual- 11 mos. ending 11/30/2025	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS Programming	47.62	977.69	1,000.00	22.31	2.23%
Adult Programming	514.61	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	0.00	297.70	5,000.00	4,702.30	94.05%
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	562.23	22,600.70	28,200.00	5,599.30	19.86%
Administration					
Shipping Charges	36.00	561.79	600.00	38.21	6.37%
Legal Services	2,791.59	8,103.11	5,000.00	(3,103.11)	(62.06)%
Credit Bureau	108.35	728.90	600.00	(128.90)	(21.48)%
Telephone	492.04	5,598.43	7,500.00	1,901.57	25.35%
Postage	95.03	689.55	1,000.00	310.45	31.05%
Treasurer's Bond	0.00	500.00	1,000.00	500.00	50.00%
Liability Insurance	0.00	24,597.03	27,000.00	2,402.97	8.90%
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	30.00	605.00	750.00	145.00	19.33%
Accounting Expenses	197.89	2,470.08	5,000.00	2,529.92	50.60%
Staff Development	30.00	1,385.90	4,000.00	2,614.10	65.35%
Bond repayment	111,500.00	123,000.00	123,000.00	0.00	0.00%
Credit Card/Bank Fees	55.34	309.82	700.00	390.18	55.74%
Miscellaneous Expense	549.99	3,394.67	8,500.00	5,105.33	60.06%
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	115,886.23	176,960.44	218,150.00	41,189.56	18.88%
Technology					
Technology Supplies	79.97	697.68	1,000.00	302.32	30.23%
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	0.00	3,864.32	6,000.00	2,135.68	35.59%
E-Library Subscription Svs	9.99	11,949.40	14,500.00	2,550.60	17.59%
Computer Software	0.00	110.74	2,000.00	1,889.26	94.46%
Total Technology	89.96	17,042.13	27,500.00	10,457.87	38.03%
Total Operating Expense	196,035.41	1,234,177.85	1,457,150.00	222,972.15	15.30%
Miscellaneous Expenses					
Lost ILL Expense	295.64	(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	295.64	24,455.25	0.00	(24,455.25)	0.00%
Total Budgeted Expenses	197,502.90	1,307,762.84	1,526,850.00	219,087.16	14.35%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 11/1/2025 Through 11/30/2025

	Current Period Actual	Current Year Actual-11 mos. ending 11/30/2025	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2023 Property Tax revenue	0.00	632,380.71	0.00	632,380.71	0.00%
2024 Property Tax Revenue	(111,500.00)	(67,367.13)	1,369,986.00	(1,437,353.13)	(104.92)%
Lower Level Bond revenue	<u>111,500.00</u>	<u>218,950.00</u>	<u>123,000.00</u>	<u>95,950.00</u>	<u>78.01%</u>
Total Property Taxes	0.00	783,963.58	1,492,986.00	(709,022.42)	(47.49)%
Inter Government Funds	0.00	34,959.35	27,000.00	7,959.35	29.48%
Interest	2,107.34	42,088.58	11,000.00	31,088.58	282.62%
Fees for Services	1,402.06	12,484.09	6,550.00	5,934.09	90.60%
Misc Revenue	<u>76.55</u>	<u>(7,915.35)</u>	<u>200.00</u>	<u>(8,115.35)</u>	<u>(4,057.68)%</u>
Total Revenues	<u>3,585.95</u>	<u>865,580.25</u>	<u>1,537,736.00</u>	<u>(672,155.75)</u>	<u>(43.71)%</u>
Total Revenue	<u>3,585.95</u>	<u>865,580.25</u>	<u>1,537,736.00</u>	<u>(672,155.75)</u>	<u>(43.71)%</u>
Expenditures					
Personnel Services	70,141.86	884,751.69	997,800.00	113,048.31	11.33%
Supplies	624.23	12,898.88	16,000.00	3,101.12	19.38%
Contractual Services	5,768.22	79,921.50	118,000.00	38,078.50	32.27%
Information Services	2,040.23	32,082.89	39,150.00	7,067.11	18.05%
Electronic Resources	1,171.85	49,129.74	69,700.00	20,570.26	29.51%
Children/Youth Services	922.45	7,919.62	12,350.00	4,430.38	35.87%
Marketing/Public Relations	562.23	22,600.70	28,200.00	5,599.30	19.86%
Administration	115,886.23	176,960.44	218,150.00	41,189.56	18.88%
Technology	<u>89.96</u>	<u>17,042.13</u>	<u>27,500.00</u>	<u>10,457.87</u>	<u>38.03%</u>
Total Expenditures	<u>197,207.26</u>	<u>1,283,307.59</u>	<u>1,526,850.00</u>	<u>243,542.41</u>	<u>15.95%</u>
Miscellaneous Expenses					
Misc Expenses	<u>295.64</u>	<u>24,455.25</u>	<u>0.00</u>	<u>(24,455.25)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>295.64</u>	<u>24,455.25</u>	<u>0.00</u>	<u>(24,455.25)</u>	<u>0.00%</u>
Total Expenditures	<u>197,502.90</u>	<u>1,307,762.84</u>	<u>1,526,850.00</u>	<u>219,087.16</u>	<u>14.35%</u>
Excess Revenues(Expenditures)	<u>(193,916.95)</u>	<u>(442,182.59)</u>	<u>10,886.00</u>	<u>(453,068.59)</u>	



November 9, 2025

Artistic Outdoor Lighting is pleased to quote the following outdoor lighting system for:

Janice Foley
Riverside Library
1 Burling Road
Riverside, IL 60546

Scope of Work:

Install 19 low-voltage LED lighting fixtures to illuminate the library and trees as demonstrated and discussed.

The labor needed to complete the installation will include: Burying all wire deeply and in a manner that will not disturb any landscaping; hardwiring all connections with silicone-encased underground connectors; and using conduit at transition points to protect wires.

The products in this offer include: Solid brass fixtures with a lifetime warranty; all wire and connectors needed for the installation; a super series stainless steel transformer with a lifetime warranty and an astronomic timer. All lighting will come on automatically at dusk and turn off at your preferred time without needing adjustment throughout the year. In addition to the factory warranties, Artistic Outdoor Lighting provides a 20-year warranty on the entire installation with the exception of bulbs.

Artistic Outdoor Lighting proposes to furnish the aforementioned material and labor for the discounted sum of \$4275 (\$4775 - \$500 discount). Payment Schedule: 25% (\$1068.75) due upon acceptance; 75% (\$3206.25) due upon completion.

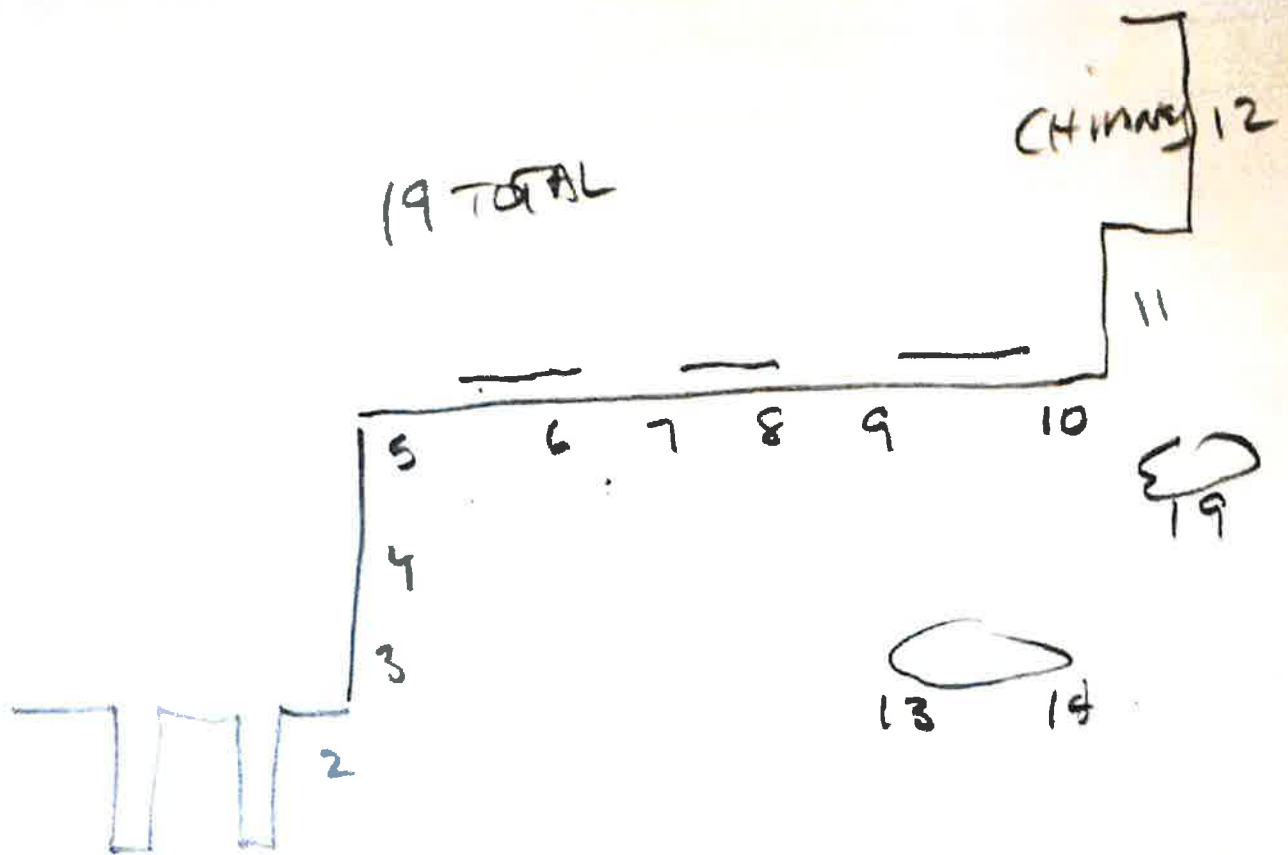
Thank you for the opportunity to submit this proposal. Should you have any questions, please do not hesitate to call me at (630) 244-1924, or e-mail me at ArtisticOutdoorLighting@gmail.com.

Submitted By Mike Potucek

Date

Accepted By

Date



RIVERSIDE
4 BATTLES



SPECIFICATIONS

HOUSING:

Cast brass with weathered brass finish. Lock-and-load shroud with double O-rings.

SOCKET/LAMP HOLDER:

One fixed ceramic bi-pin socket with stainless steel retaining springs.

LENS:

Clear tempered glass convex lens.

LAMP TYPE:

12V MR16. LED recommended. 35W maximum. See Dauer lamp ordering information on back page.

MOUNTING:

Stem threaded with 1/2" NPT. Heavy-duty composite stake included. May be mounted into threaded hubs in junction boxes or mounting accessories shown on back page.

WIRING:

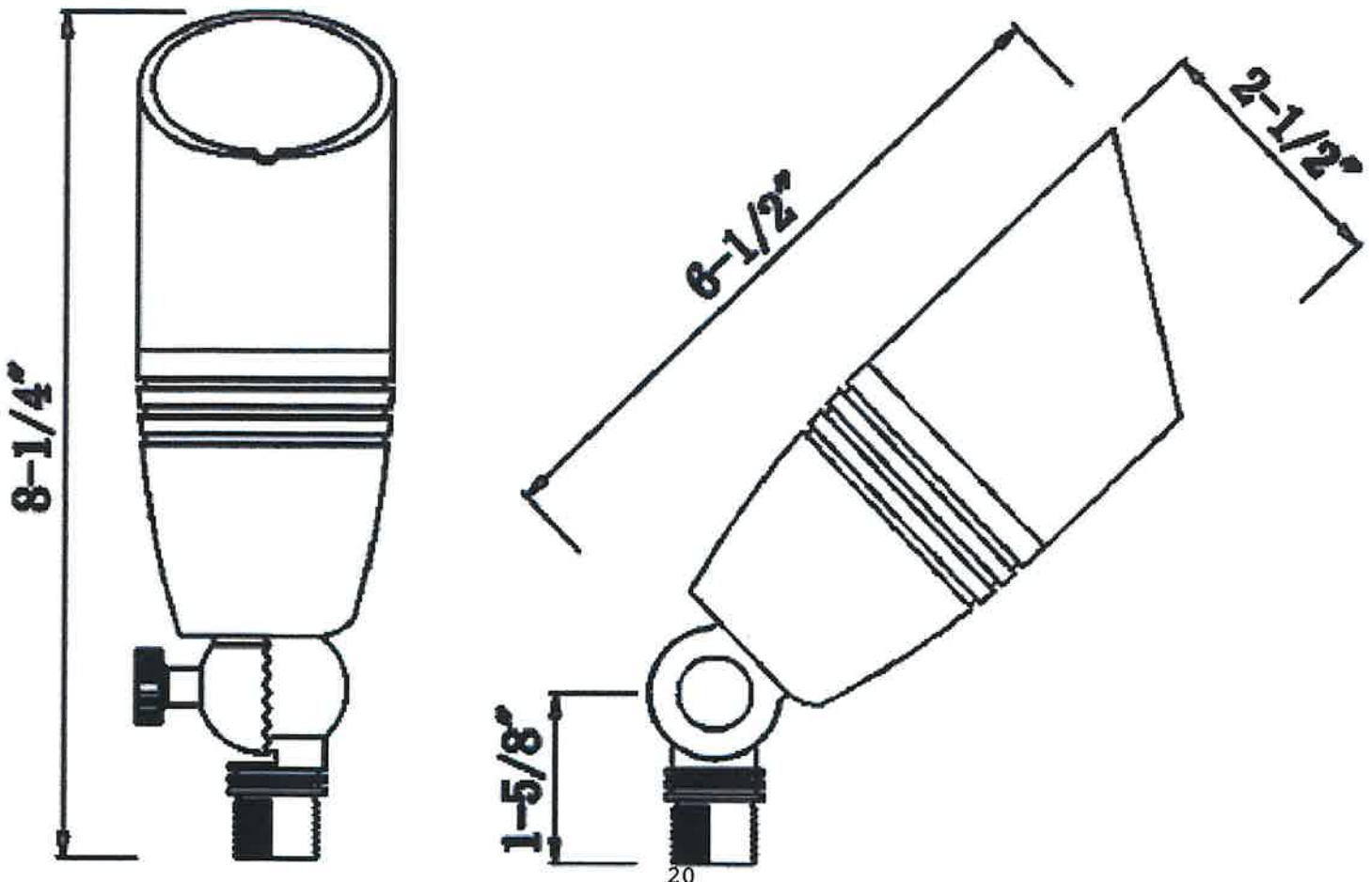
Prewired with 5' pigtail of 18/2 cable.

WARRANTY:

Lifetime.



The decoratively ribbed Icon uplight is cast from solid brass. Its tempered glass convex lens casts a gentle, even light. The "lock-and-load" shroud features double O-rings for durability. Mounting options include its heavy-duty composite stake. Numerous MR16 LED lamp options with various light qualities.



P R O P O S A L

Outdoor Lighting Perspectives of Chicago
 157 EISENHOWER LN N
 LOMBARD, IL 60148
 (630) 754-8850

service@olpchicago.com

<https://outdoorlights.com/chicago>

Outdoor Lighting Perspectives

OUTDOORLIGHTING
 P E R S P E C T I V E S ®

Billing/Service Address

Foley, Janice
 1 Burling Rd
 Riverside, IL 60546
 (708) 442-6366 (Mobile)
janicefoley@riversidelibrary.org



Date	October 16, 2025
Total	\$10,738.00

This proposal expires on 12/15/2025



This proposal contains 2 options. Be sure to click the checkboxes below for the options you want to include.

Item	Description	Qty	Rate	Amount
Commercial Installation	LED lighting system installation. Includes professional customized lighting design, installation labor, fixtures, LED components, controller, professional grade transformer, all necessary wire, connection parts, and one year of our Shine365 program. Our team will also	1	0.00	\$0.00

	come out and complete a night time adjustment following installation.			
■ Building				\$5,625.00
	"Redwood RGBW Brass Uplight. Requires Redwood Smart Gateway. Professional Grade Color Changing Fixture with App Control. 	9 Ea.	625.00	\$5,625.00
■ Trees				\$3,125.00
	"Redwood RGBW Brass Uplight. Requires Redwood Smart Gateway. Professional Grade Color Changing Fixture with App Control. 	5 Ea.	625.00	\$3,125.00
	600W Transformer Timer Controlled	1 Ea.	849.00	\$849.00
	Outdoor Astro Timer	1 Ea	150.00	\$150.00
	Zigbee RGBW Smart Gateway	1 Ea	339.00	\$339.00
	Additional Long Wire Run	1 Ft.	650.00	\$650.00
	Limited Lifetime Warranty* Program	14	20.00	\$280.00
	Your system is covered for the first 12 months and we'll auto renew your warranty each year until you say otherwise. Review Agreement Terms Here: Automatic Recurring Billing Agreement	14	-20.00	(\$280.00)
			Base	\$1,988.00
			Building	\$5,625.00
			Trees	\$3,125.00
			Subtotal	\$10,738.00
			Tax	\$0.00
			Total	\$10,738.00

P I C T U R E S

SHINE365

Keep your home shining bright with our Shine365 limited lifetime warranty*

*Warranty applies to new installations only. For more details, visit outdoorlighting.com.



Outdoor Lighting Perspectives® is committed to our clients' satisfaction and providing the best warranty in the industry. When you join the Shine365 program, you receive a lifetime warranty* on your lighting system and priority service from our team.

As a part of the Shine365 limited lifetime warranty, our certified technicians will perform an annual quality check of your system to ensure it's working like the day it was installed.

HERE'S WHAT'S INCLUDED

In the event your system needs service, you are covered for these parts and labor under the Shine365 warranty:

- ✓ Transformer(s)
- ✓ Brass and/or copper fixtures
- ✓ Brass, heavy-duty glass covers
- ✓ Low-voltage wire
- ✓ LED bulbs

OLP OUTDOOR LIGHTING PERSPECTIVES

SHINE365

Our certified technicians will perform an annual quality check of your system when you join the Shine365 program. This ensures that your outdoor lighting system not only looks beautiful, but is functioning properly.

Our annual quality check includes the following services:

1. Uniform visual inspection of fixture placement, system design, and recommend possible enhancements.
2. Straighten and adjust fixtures to ensure design integrity.
3. Remove mud, soil, debris that might be covering fixtures.
4. Check for proper voltage delivery on each fixture.
5. Clean lenses and fixtures to ensure longevity and correct light output.
6. Check all connections.
7. Tighten transformer terminal block connections.
8. Conceal any exposed wire due to bad traffic or erode conditions.
9. Prune or trim landscaping near fixtures (with your guidance as needed).
10. Check automatic timing and remote control system.



Joining the Shine365 limited lifetime warranty program gives you peace of mind that your outdoor lighting system is covered and continues working at its best.

To get started, contact your local Outdoor Lighting Perspectives office for details and pricing.

OLP OUTDOOR LIGHTING PERSPECTIVES





T E R M S A N D C O N D I T I O N S

Outdoor Lighting Perspectives Policies, Terms, Conditions and SHINE365 Limited Warranty Terms and Conditions: A deposit may be required at the time your order is placed. Balance is due upon completion. If full payment is not received within 10 days of completion of lighting installation, customer agrees to pay all reasonable attorney fees and court costs incurred by Outdoor Lighting Perspectives to secure the agreed upon fee for installation, materials, and/or services provided. Returned checks or chargebacks will result in a time- price differential (FINANCE CHARGE) of 18% (eighteen percent) per annum, but in no event in excess of the maximum amount allowed by law, shall be assessed and due on the unpaid balance from the due date until payment is received in full by the Outdoor Lighting Perspectives service provider. Payments received will be applied first to any outstanding FINANCE CHARGE and the remainder to the unpaid balance on the account.

Caution: A potential fire hazard exists if fixture and / or bulbs are covered with leaves, pine needles, mulch or other flammable material. Fixtures and / or bulbs covered by such materials will render all applicable warranties void, and may cause fixtures to fail. DAMAGE DUE TO ACCIDENT; MISUSE; ABUSE; THEFT; VANDALISM; RIOT; EXPLOSION; EARTHQUAKE; LIGHTNING; FIRE; WATER OR FLOOD DAMAGE; NEGLIGENCE, RECKLESS, KNOWING OR INTENTIONAL DAMAGE; OR ISSUES CAUSED BY HOME ELECTRICAL ISSUES; MAN-MADE DISASTERS, AND OTHER "ACTS OF GOD" are not covered by any warranty. It is the client's responsibility to ensure that 110-volt electric receptacles are available for system use, and are in good working order. Outdoor Lighting Perspectives disclaims all responsibility for ensuring that utilized household circuits contain sufficient electrical load capacities. Outdoor Lighting Perspectives is not responsible for grass, shrubs, driveways, or other components of property that are affected by installation. Homeowner will be notified in advance of any necessary alterations to structures or landscape. One year guarantee on halogen bulbs is valid only if lights are operated under "normal use," deemed to be from sunset until 12:00am midnight. Lifetime fixture guarantee applies to all brass/and or copper fixtures and well light fixtures produced by Outdoor Living Brands Supply Corp. exclusively for Outdoor Lighting Perspectives (OLP). All non-OLP fixtures are covered by their respective manufacturer's warranties. Any tampering or attempts to fix any problems with, or alter any part of the lighting system, whether by the homeowner, associated vendors, or any other persons not employed by Outdoor Lighting Perspectives, will void all warranties. Outdoor Lighting Perspectives does not provide warranties on work performed on any lighting system not originally installed by Outdoor Lighting Perspectives. Clients are responsible to verify proposed design is entirely on their property. Outdoor Lighting Perspectives disclaims any and all liabilities for any repercussions due to equipment being installed on neighboring property. All Outdoor Lighting Perspectives franchise locations are independently owned and operated. Notice of Cancellation: You may cancel this contract, without penalty or obligation, at any time prior to midnight of the third business day after the date the contract is signed. If you cancel, any payment made by you under this contract will be returned within ten days following the receipt of your cancellation notice by the seller. Acceptance of this proposal indicates an agreed upon and binding contract between the parties listed as the billing/service address and Outdoor Lighting Perspectives.

SHINE365 LIMITED LIFETIME WARRANTY

LIMITED WARRANTY TERMS AND CONDITIONS

Subject to the terms and conditions described herein, Outdoor Lighting Perspectives of Chicago, ("Outdoor Lighting Perspectives"), warrants to the original end-user customer of the products specified below ("Products") that are installed by Outdoor Lighting Perspectives for the customer, that Outdoor Lighting Perspectives will repair or replace those Products that fail due to defects in material or workmanship. Repaired parts or replacement products will be provided by Outdoor Lighting Perspectives on an exchange basis and will be either new or refurbished to be functionally equivalent to new. This limited warranty covers only repair or replacement for defective Products installed by Outdoor Lighting Perspectives as provided above.

Outdoor Lighting Perspectives will not be liable for special, incidental, punitive or consequential damages, including, but not limited to, loss of enjoyment, business interruption, loss of profits, damage to or loss of other property or persons. Outdoor Lighting Perspectives' obligation to repair or replace any listed/covered Product, as may be required, is the sole and exclusive remedy available to you under this limited warranty. This limited warranty is in lieu of and supercedes all other warranties, express or implied. Some states may not allow the exclusion or limitation of incidental or consequential damages, so that exclusion may not apply to you. This limited warranty gives you certain legal rights. You may have other rights that vary from state to state. This limited warranty does not extend the manufacturer's warranty.

ELIGIBILITY FOR LIMITED WARRANTY

The only lighting systems eligible for this warranty are those systems originally installed by Outdoor Lighting Perspectives using Outdoor Lighting Perspectives branded products. In addition, the warranty only applies if the end-user customer enrolls in the annual maintenance plan, and only for so long as they are in good standing with and remains enrolled in the annual maintenance plan. The annual maintenance plan fee is based on the components of the lighting system installed.

A customer ceases to be in good standing under the annual quality check service if they do not timely make a payment due for that program. A customer whose annual quality check service lapses may re-enroll under the following conditions: 1) lighting system must be recertified, and 2) lighting system must be upgraded to current specifications. An inspection/recertification fee will apply, and standard labor and parts rates would apply for any required upgrades, all such costs being the responsibility of the customer. Once complete, the customer would be entered back into the Shine365 warranty program.

The end-user customer must retain proof of original ownership (original sales invoice). If the premises where the lighting system was installed is transferred, this Limited Warranty is also transferrable to the second owner as long as the new owner enrolls in the annual maintenance plan and for so long as the new owner is in good standing with and remains enrolled in the annual maintenance plan.

LIMITED WARRANTY EXCLUSIONS This limited warranty is subject to all of the following conditions and exclusions:

1. Outdoor Lighting Perspectives is not liable for, and does not cover under warranty, any costs associated with determining the source of the system problems. These costs shall be borne solely by the purchaser.
2. Outdoor Lighting Perspectives is not liable for and does not cover under warranty, any cost associated with installing, servicing, repairing and/or updating lighting system components that are not produced by Outdoor Living Brands Supply Corp. exclusively for the Outdoor Lighting Perspectives brand or were not originally installed by Outdoor Lighting Perspectives, or have been serviced by any other than a certified Outdoor Lighting Perspectives technician. These costs shall be borne solely by the purchaser.
3. In order to keep this limited warranty in effect, the product must have been handled and serviced only by a certified Outdoor Lighting Perspectives technician.
4. This limited warranty does not cover any damage due to: ACCIDENT; MISUSE; ABUSE; THEFT; VANDALISM; RIOT; EXPLOSION; EARTHQUAKE; LIGHTNING; FIRE; WATER OR FLOOD DAMAGE; NEGLIGENCE, RECKLESS, KNOWING OR INTENTIONAL DAMAGE; OR ISSUES CAUSED BY HOME ELECTRICAL ISSUES. This limited warranty does not apply to any purchaser who bought the product from a reseller, distributor or non-authorized Outdoor Lighting Perspectives business, including but not limited to purchases from Internet auction sites. This limited warranty does not cover claims also

covered by a manufacturer's warranty, any service contract, or claims covered by insurance (e.g., homeowner's insurance or general liability insurance).

5. This limited warranty is provided solely by Outdoor Lighting Perspectives (the independent franchisee identified above).
6. Powder coating and finishes are NOT covered by warranty. This applies to and may be covered by a MANUFACTURERS warranty but is not in any case extended by the SHINE 365 Limited Lifetime Warranty or any implied warranty through Outdoor Lighting Perspectives.

PRODUCTS COVERED

Subject to the limitations and exclusions noted above, the following Outdoor Lighting Perspectives Products produced by Outdoor Living Brands Supply Corp. exclusively for Outdoor Lighting Perspectives are covered by the Shine365 limited lifetime warranty from the date of original retail purchase when you opt-in to the annual quality check service:

- All transformers installed by Outdoor Lighting Perspectives.
- In addition to the limitations set forth above, the warranty does not cover service calls to reset circuit breakers or GFCI's. If anyone other than a qualified Outdoor Lighting Perspectives technician accesses the transformer for any reason other than timer adjustment, this warranty is void. Any additional fixtures that are added to the transformers that may cause the transformer to overload will void the warranty.*
- All brass and/or copper fixtures and well light fixtures installed by Outdoor Lighting Perspectives.
- Any fixtures damaged by homeowner or third-party will not be covered by warranty. *
- Brass, heavy-duty glass covers.
- The warranty does not cover lost or stolen lens covers or scratches. Glass and plastic lens covers that have been covered in mulch or other debris resulting in damage are not covered by this warranty.
- Low-voltage wire
- The warranty does not cover wire mistakenly cut by the property owner or other vendors or electrical shortage to the line as a result of anything being driven, stapled or manipulated into the wire lines.
- LED bulbs

*Note: All other transformers and fixtures including internal components installed by Outdoor Lighting Perspectives will be covered by the original manufacturer's warranty.

The following items are not covered under the Shine365 warranty include:

- All Lighting Control Automation controls, modules and astronomical timers.
- Halogen bulbs
- Any lens cover with a painted finish: The warranty does not cover lost or stolen lens covers or scratches.
- Commercial fixtures
- RGBW (Red, Green, Blue, White) or any color-changing fixtures
- Integrated non-field-serviceable fixtures
- Bistro/String lighting lamps or cord
- Wifi, Z-Wave, Bluetooth or radio controlled control systems
- Holiday lighting and festive products including but not limited to C9 bulbs and wire, wreaths, garland, string lighting, tree wraps, etc.
- Roofline Track Lighting

BASIC WARRANTY COVERAGE

For any customer that chooses not to be in the Shine365 limited lifetime warranty program or if your Shine365 warranty lapses, the following items are covered for two years from the date of installation:

- All transformers installed by Outdoor Lighting Perspectives. This limited warranty does not cover any damage due to: accident; misuse; abuse; theft; vandalism; riot; explosion; earthquake; lightning; fire; water or flood damage; negligent, reckless, knowing or intentional damage; issues caused by home electrical issues; or service calls to reset circuit breakers or GFCI's. If anyone other than a qualified Outdoor Lighting Perspectives personnel accesses the transformer for any reason other than timer adjustment, this warranty is void. Any additional fixtures that are added to the transformers that may cause the transformer to overload will void the warranty.
- All brass and/or copper fixtures and well light fixtures installed by Outdoor Lighting Perspectives. Any fixtures damaged by homeowner or a third-party will not be covered by warranty. This limited warranty does not cover any damage due to: accident; misuse; abuse; theft; vandalism; riot; explosion; earthquake; lightning; fire; water or flood damage; negligent, reckless, knowing or intentional damage; or issues caused by home electrical issues.
- LED bulbs except LightCraft Bistro Bulbs and Bistro String which are covered for a period of one year only.
- Low-voltage wire. The warranty does not cover wire mistakenly cut by the property owner or other vendors or electrical shortage to the line as a result of anything being driven, stapled or manipulated into the wire lines.
- RGBW (Red, Green, Blue, White) or any color-changing fixtures
- Brass, heavy-duty glass covers. The warranty does not cover lost or stolen lens covers or scratches. Glass and plastic lens covers that have been covered in mulch or other debris resulting in damage are not covered by this warranty.

The following items are not covered under the basic warranty:

- All Lighting Control Automation controls, modules and astronomical timers.
- Halogen bulbs
- Any lens cover with a painted finish: The warranty does not cover lost or stolen lens covers or scratches.
- Commercial fixtures
- Integrated non-field-serviceable fixtures
- Holiday lighting and festive products including but not limited to C9 bulbs and wire, wreaths, garland, string lighting, tree wraps, etc.
- Bistro lighting bulbs and string
- Any damage due to: ACCIDENT; MISUSE; ABUSE; THEFT; VANDALISM; RIOT; EXPLOSION; EARTHQUAKE; LIGHTNING; FIRE; WATER OR FLOOD DAMAGE; NEGLIGENT, RECKLESS, KNOWING OR INTENTIONAL DAMAGE; OR ISSUES CAUSED BY HOME ELECTRICAL ISSUES. This limited warranty does not apply to any purchaser who bought the product from a reseller, distributor or non-authorized Outdoor Lighting Perspectives business, including but not limited to purchases from Internet auction sites. This limited warranty does not cover claims also covered by a manufacturer's warranty, any service contract, or claims covered by insurance (e.g., homeowner's insurance or general liability insurance).
- Roofline Track Lighting

ROOFLINE TRACK LIGHTING

- Outdoor Lighting Perspectives (OLP) warrants only to the original end user that the products and parts used to complete and contribute to a functioning lighting system including, but not limited to,

lights, power kits, controllers, extensions, cables, connectors, and tracks will be free from defects in material and workmanship for 5 years.

- **DISCLAIMER OF ALL OTHER WARRANTIES.** NO OTHER WARRANTIES, EXPRESSED OR IMPLIED, ARE GIVEN, AND OLP EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, INCLUDING AND WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to particular end users.
- **Limitations.** No salesperson, representative, or agent of OLP is authorized to make any guaranty, warranty, or representation that contradicts the terms contained in this Limited Warranty. Any waiver, alteration, addition, or modification to the warranties contained herein must be in writing and signed by authorized representatives of OLP to be valid, binding, and enforceable. OLP does not assume responsibility for any specific application to which any products or parts are applied including, but not limited to, compatibility with other equipment. All statements, technical information, or recommendations relating to the products or parts are based upon tests believed to be reliable, but do not constitute a guaranty or warranty. OLP SHALL NOT UNDER ANY CIRCUMSTANCES WHATSOEVER BE LIABLE TO ANY PARTY FOR LOSS OF PROFITS, DIMINUTION OF GOOD WILL, OR ANY OTHER SPECIAL, CONSEQUENTIAL, OR INCIDENTAL DAMAGES WHATSOEVER WITH RESPECT TO ANY CLAIM IN CONNECTION WITH OLP PRODUCTS AND PARTS. Some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to particular end users.
- **What May Void the Warranty.** This Limited Warranty shall be null and void in the following circumstances.

1. Accident, damage, abuse or misuse of products or parts.
2. Installation, modification or repair of any product or part by the end user or any non-authorized OLP service provider; or
3. Improper use or installation, or damage by accident or neglect, of any product or part by end user or any third party; or
4. Abnormal operating conditions or applications, including but not limited to power surges, lightning, hurricanes, tornadoes, tsunamis and other weather related incidents or acts of God.
5. Failure of the end user or any third part to exercise caution to protect any product or part or physical abuse.

Claims

When presenting a claim under this Limited Warranty, you must provide Outdoor Lighting Perspectives with the original sales invoice, which constitutes evidence of the original purchaser's date of purchase. You must provide Outdoor Lighting Perspectives with documentation of all services performed on the Products.

To submit a claim, you must contact Outdoor Lighting Perspectives at:

Outdoor Lighting Perspectives of Chicago

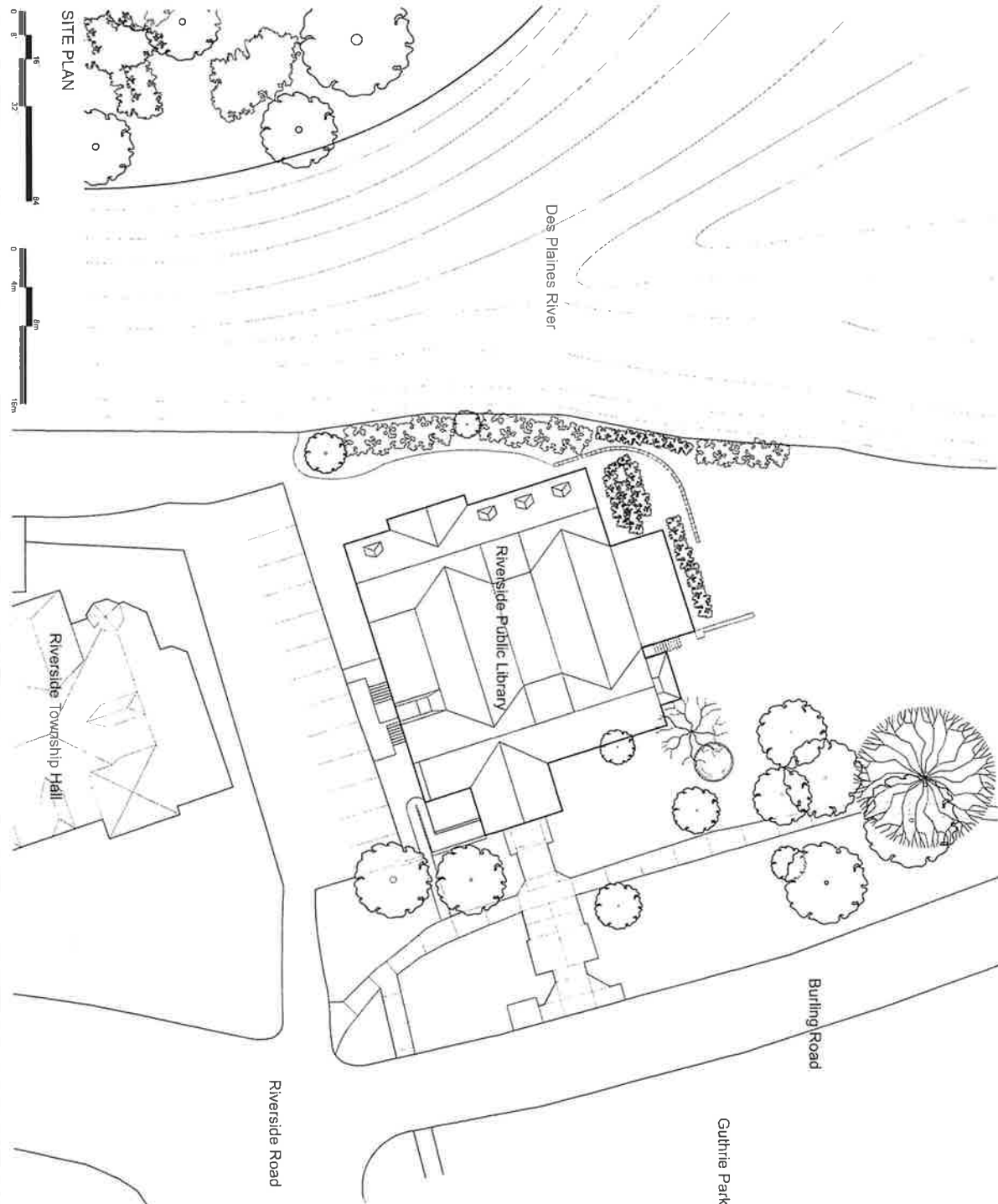
157 EISENHOWER LN N

LOMBARD, IL 60148

(630) 754-8850

service@olpchicago.com

Click [here](#) if you no longer wish to receive notifications or related information about this proposal.



DRAWN BY: ZIWEI LI

SCHOOL OF THE ART INSTITUTE OF CHICAGO
NATIONAL PARK SERVICE
U. S. DEPARTMENT OF THE INTERIOR

RIVERSIDE PUBLIC LIBRARY
1 BURLING ROAD RIVERSIDE COOK COUNTY ILLINOIS

IL-1288

HISTORIC AMERICAN
BUILDINGS SURVEY
SHEET 2 OF 9 SHEETS

DATE OF SURVEY
1998

In November, the kids had a full week off school. We filled the time with programs! Fran did a teen painting swap challenge; many of our teen patrons are really into art! Mandi taught grade schoolers to make art by turning LEGO bricks into stamps. I pulled together our annual Snoopy's Thanksgiving, where we watch *A Charlie Brown Thanksgiving*, and participants feast on the same food Snoopy makes for the group: buttered toast, popcorn, pretzels and jelly beans. We also gave away Kiwi, Atlas and Tinker crates thanks to a generous donations from the Hermann family. Many parents expressed how happy they were to try out these crates before signing up for a subscription. Plus, Stephanie of the Treehouse presented a Yoga Storytime. I am super thankful for my YTS staff and our community partners for thinking up and presenting engaging and interesting programs for our patrons.

We also had the opportunity to take part in the Get Caught Reading celebration for Children's Book Week. Our library was chosen to receive a special donation from Dav Pilkey, author of many popular books including the *Dog Man* and *Captain Underpants* series. Pilkey and Scholastic donated 50,000 books to libraries, schools, bookstores and community centers. We received posters to give to patrons and an activity guide, along with 6 copies of popular Pilkey books to give away to patrons. As a bonus, they also sent us a copy of the brand new *Dog Man* book to add to our collection. We gave away the books through a drawing and patrons loved it. Thanks to Scholastic and Dav Pilkey for making Children's Book Week so special this year!

Highlights

Storytimes and Programs for Young Children—Anne, Mandi and Bridget continued with our Mini Storytimes. Fran presented our Preschool/Kindergarten Storytime. We also had a Ninja Storytime. Thank you to Tony of Ninja Squad for this action packed program.

Fran also prepared Clay Day this month. As always, we had our Little Hands Playtime and Family Playtime.

After School Programs—Mandi helped the Imagination Explorers make adorable snowy owls out of pinecones. Mandi also helped kids and teens decorate cupcakes during Create and Connect. Super messy but super fun (and tasty!)

Mandi taught the teens in Create and Connect how to make yarn ghost garlands. Francesca helped teens assemble their own custom Frankentoys by taking apart plush toys and putting pieces of different toys together to make new creations.

After the teens asked for a popular program repeat, Fran led another Bedazzled Book program.

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

YOUTH & TEEN SERVICES STATISTICS – November 2025	
Reference questions asked	<u>175</u>
Informational questions asked	<u>211</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
11/1/2025	Drop In Craft					15
11/3/2025	Mini Storytime 9:30 am	7			6	
11/3/2025	Mini Storytime 10 am	12			10	
11/3/2025	Tummy Time	2			2	

YOUTH & TEEN SERVICES –November 2025 – Nora Durbin

11/3/2025	Visit to RPC	27			2	
11/4/2025	Tummy Time	8			8	
11/4/2025	Preschool Kindergarten Storytime	3			1	
11/5/2025	RB Transitions Book Club			8	2	
11/5/2025	Young Entrepreneurs		2	6		
11/6/2025	Little Hands Playtime	6			4	
11/6/2025	Create & Connect: Cupcake Decorating		6			
11/6/2025	Early Learners Storytime AM 1	5			7	
11/6/2025	Early Learners Storytime AM 2	28			7	
11/6/2025	Early Learners Storytime PM	32			12	
11/6/2025	Ninja Storytime	11			11	
11/7/2025	Mini Storytime 10 am	10			10	
11/8/2025	Legopalooza	4	10		8	
11/10/2025	Mini Storytime 10 am	3			2	
11/10/2025	Tummy Time	3			3	
11/10/2025	Visit to Building Blocks	10			2	
11/11/2025	Tummy Time	7			7	
11/11/2025	Building Blocks Visit	6			3	
11/12/2025	Clay Day AM	3			3	
11/12/2025	RB Transitions Book Club			7	2	
11/12/2025	Young Entrepreneurs Work Day			2		
11/13/2025	Little Hands Playtime	2			2	
11/13/2025	Imagination Explorers: Pinecone Owls		4			
11/13/2025	RPC Visit to the Library	30			4	
11/14/2025	Mini Storytime 9:30 am	6			4	
11/14/2025	Mini Storytime 10 am	7			5	
11/15/2025	Family Playtime	4	2		10	
11/17/2025	Mini Storytime 9:30 am	5			5	
11/17/2025	Mini Storytime 10 am	10			8	
11/17/2025	Visit to RPC	30			2	
11/17/2025	Tummy Time	6			5	
11/17/2025	Get Caught Reading Book Giveaway					38
11/18/2025	Tummy Time	7			7	
11/18/2025	Preschool Kindergarten Storytime	7			2	
11/18/2025	Bedazzled Books			4		
11/18/2025	Hollywood CD Classroom Storytime		6		4	
11/19/2025	RB Transitions Book Club			7	2	
11/20/2025	Little Hands Playtime	5			4	
11/21/2025	Mini Storytime 9:30 am	8			5	
11/21/2025	Mini Storytime 10 am	4			4	

YOUTH & TEEN SERVICES –November 2025 – Nora Durbin

11/24/2025	Teen Painting Swap Challenge			4		
11/25/2025	Lego Stamping		5			
11/26/2025	Snoopy's Thanksgiving	9	10		10	
11/26/2025	Spot to Go: Turkey Forest					22
11/28-11/30	Family Learning Crates		25	2	2	
11/28/2025	Yoga Storytime	2			3	
11/29/2025	Family Playtime	3			2	
After School (15 Days)	397					
Phone Charger Checkout	4					
Board Game Usage	44					
Nintendo Switch Usage	5					
Study Room Usage	44					
Interactions with non-English speakers	0					

November 2025 Information Services Update - Diane Silva

Calendar Software

Sharon and I met with Ben Bizzle of LibraryMarket for a demo of their calendar and room reservation product. This meeting was the first step in a process to identify an affordable solution that works better than our current calendar. The current product, Springshare, functions, but we find it non-intuitive both for staff and patrons and it doesn't offer the flexibility we need for some new services, specifically The Spot and study room. In addition to LibraryMarket, I scheduled a demo with Communico in mid-January. This project would require an outlay of cash for implementation and will be added to our long range capital plan.

Title II WCAG Project Update

The WCAG Team met this month to get the process started. Henry went through the website to identify items requiring attention. We walked through each issue and set a course of action for most. We also identified software solutions that may be necessary to complete the project, specifically Adobe Pro and form builders. Lisa will be creating a spreadsheet so we can easily work through issues.

The Spot was Busy

Lots of appointments (14) this month with folks making holiday gifts. Plus, Jordan spent the month creating the 2025 holiday stroll ornament. Mandi is really coming up to speed with her new role, getting to know the technology, and assisting with programming. In 2026, I think that Mandi's creativity and follow-through will add so much to Jordan's already great service.

Programming Updates

November 13 was a huge day programming wise with not one, but two, waitlist only events – Introduction to Tarot and Undamming the DesPlaines.

Statistics

The SPOT Appointment - 14
The SPOT Open Hours (7 sessions) - 7
Drop In Tech Help (1 sessions) – 3
Tech Help Appointment - 2
Book Discussion – 14
Chess Club – (4 sessions) – 47
Rex's Antique Roadshow – 28
BeSMART/Gun Safety – 15
Medicare – 6
Organize Your Holiday – 5
Tarot Cards – 29
Undamming the Des Plaines - 55

Genealogy – 4
Spot Holiday Workshop – 8
Craft – Wine Cork Pumpkins - 8
Learn to Crochet (Bonus) – 2
Mahjong (3 sessions) - 17
Asahi (3 sessions) – 12
Meditation (2 sessions) - 12
November Book or Bust – 11
ILP – J. Kenji Lopez-Alt – 18
Yarn Crafters (2 sessions) – 7
Passive
General Passive – 150

Patron Interactions – We had 544 patron interactions this month..

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

Administration

In preparation for the Per Capita grant application in January, we completed the remaining core standards checklist, which will be given to all Trustees in the Board packet. I think we are in good shape with all the Core Standards and are also strong with many of the Intermediate and Advanced levels of each area. These check lists have helped us to prioritize areas we need to work on in the coming year and beyond. The Technology Committee met on November 25 and went over the Technology Standards. This was a good exercise to coincide with the development of our new Technology plan.

I attended the Libraries of Illinois Risk Agency (LIRA) meeting on November 13. We had been prepared for a high increase in insurance rates, but it was quite exciting to learn that our cost actually went down 1.66%!! We will be paying \$22,645.23 for 2026, down from \$23,027.72 in 2025. In these economic times, I classify this as a miracle! In addition to general liability, the package also includes cyber liability, crisis services, property damage and worker's compensation.

End of the year means evaluation time! This year we are trying something a little different and have asked each employee to fill out a self-evaluation form which will go to me. Staff was asked to make sure their job descriptions are accurate and gave them an opportunity to list their strengths and weaknesses. Questions about what we can do to support their performance as well as their expectations for 2026 were also included. All managers have begun staff evaluations.

Holiday gifts for staff have been ordered. This year three employees celebrated milestone anniversaries Jordan – 5 years; Gabe – 20 years and Henry – 25 years! I think it says a lot about the Library that over half the employees at the Library have been here 10 years or more!

Diane and I met with Jessica Frances and other staff members of the Village on November 10. We had a great discussion on how we can help promote each other's programs, services, etc and it opened the door to further cooperation. It is always good to build a good relationship between village entities.

RBTW 2026 planning continues. I will be sending out close to fifty sponsorship letters and hope that we will get a good response. Ticket sales will begin in January.

The Long Range Capital Plan Committee will have their first meeting on January 19.

Community Outreach and Partnerships

We are all set for the Holiday Stroll which will take place on December 5. Santa and Mrs. Claus will be by the fireplace once again. This year we have a Gingerbread theme for the evening. Each child visiting Santa will receive a small gift. We will also have gingerbread

cutouts for a fun photo op! Our gift shop will have the 2025 ornaments created in the SPOT as well as wands and Riversideopoly games. Friends will have the Holiday Book sale set up and YTS will have a craft activity downstairs. The Young Entrepreneurs group will also be selling their individual wares as well. The evening is always enjoyable and this year is the 50th anniversary of the event, which makes it even more special. Several trustees, Friend's officers and staff members are volunteering for the event, which is greatly appreciated.

The Friends met on November 18. At this meeting, they approved the donation of \$20,000 with hopes that the money be used to fund the outdoor lighting and the new study tables on the main level. This was a very generous donation. They will also be funding Summer Reading and the Newborn Baby Books as well in 2026. Harvest Bingo brought in \$6,000. The 2026 Membership drive was discussed. The annual Friends appreciation dinner will be held in lieu of the December meeting at ChewChew.

I have stepped down as Secretary of the Chamber of Commerce. There are several new members wanting to get involved and it was the perfect time for me to step back. Diane has expressed interest in getting more involved with Chamber, so she will begin to attend meetings in 2026.

Genealogy Club met on November 25. Because of the holiday, we did not have the usual crowd, but the four members who came contributed to a great conversation on DNA testing. We will cancel our December meeting which is scheduled on December 23 because so many will not be able to attend. We are looking into changing our meeting from the 4th Tuesday of the month to the first Tuesday to stay away from the holidays.

Building and Grounds

The masonry work on the East side of the Library is completed and it looks fantastic. Even Village staff have commented on how good everything looks.

The fireplace has been turned on for the season. We do have the requirement that it not be used if there are warm temperatures outside to help save on the cost of gas.

We need to get our light bulbs changed on the main level. I contacted Andersen Construction again. They gave me a quote not to exceed \$315. We will order the bulbs soon. I was thinking it might be good to coordinate the changing with our staff in-service, since we will be closed to the public that day.

We have committed with Bullseye for another year of snow removal. We needed them already for the Saturday, November 29 early winter storm that occurred!

Lawn care has ceased for the season. Monthly elevator maintenance was performed and a site visit was necessary after three boys got stuck in the elevator on a Sunday. Nothing was discovered to be faulty and it was thought that the teens had pressed too many buttons, which caused the elevator to temporarily stop.



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 12/02/2025
Re: Per Capita Grant Requirements / Standards

In this month's packet you will find the action plans for the final six standards. I have checked off the appropriate level we meet and in several cases provide explanations related to the standards. It is important to remember that no library will be penalized if they do not meet every standard. The State Library sees the document helping all size libraries by providing a guide to help them provide the best service they can. I am pleased with the number of Intermediate and Advanced Standards we are in compliance with and see it helping us decide what we can accomplish or improve.

Illinois Public Library Standards: Human Resources

Staff are essential to the success and effectiveness of the library. To be successful, staff should be paid competitive wages, have a thorough understanding of policies and procedures, and be provided continuing education and professional growth opportunities. A skilled, qualified, and empowered staff ensure that the library is a welcoming, vibrant, relevant, inclusive, and trusted community resource.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has sufficient staff for the hours that the library is open.	Staffing levels are sufficient to carry out the library's mission, to develop and implement strategic plan initiatives, and to provide services.	Library staff represent community demographics, especially focusing on cultural and multilingual diversity.
2	The library has a set of board-approved personnel policies.	The personnel policies are reviewed on a regular schedule by the director and key staff.	The personnel policies are reviewed by an attorney.
3	The library provides job descriptions for all positions.	Job descriptions are reviewed as needed in order to align strengths, education, and expertise of staff with open positions and operational needs.	Job descriptions are reviewed by an HR professional.
4	The library compensates staff in a fair, equitable, and competitive manner. The library allocates up to 70% of the operating budget for salaries and benefits. This includes FICA, pension and health benefits.	The library has a salary schedule that includes all positions. The schedule is reviewed and adjusted to reflect cost of living and industry benchmarking.	The library conducts a market benchmarking study every 3-5 years, with pay ranges, conducted by a human resources professional, to determine current competitive pay practices.

5	The library provides employee benefits as directed by federal, state, and local law.	The library provides employees an expanded benefits package that may include healthcare and wellness benefits, tuition reimbursement, and/or pension or retirement savings. The library contributes to the premiums of any associated costs.	The library contributes to the premiums of healthcare and wellness benefits for employees and their dependents.
6	The library follows state and federal laws in recruiting, hiring, onboarding, supervising, and terminating employees.	Key library staff keep abreast of current HR laws and trends (e.g., attending webinars, engaging an attorney or reputable HR consulting firm).	The library employs a staff member who is dedicated to human resource management.
7	Staff members receive coaching, feedback, and support for their own development at least annually.	The library has a performance appraisal system that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills according to their job description.	The performance appraisal system develops work goals and activities that align with the strategic plan.
8	New employees receive a thorough orientation and job training. The library complies with all state-mandated training requirements.	The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work.	The library provides paid work time and funding for conference attendance, tuition assistance, and other skill and leadership development.

9	The library has a succession plan for the director.	The library has a succession plan for staff with specialized knowledge (e.g., assistant director, facilities manager, IT manager, business manager) that includes procedural job task instructions and checklists.	
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Illinois Public Library Standards – Human Resources: Action Plan

Library Name Riverside Public Library

Date

Completed by Janice Foley

Job Title Library Director

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

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input checked="" type="checkbox"/> The library has sufficient staff for the hours that the library is open.	<input checked="" type="checkbox"/> Staffing levels are sufficient to carry out the library's mission, to develop and implement strategic plan initiatives, and to provide services.	<input checked="" type="checkbox"/> Library staff represent community demographics, especially focusing on cultural and multilingual diversity.	We have two staff members who speak Spanish and one who speaks Lithuanian.
2	<input checked="" type="checkbox"/> The library has a set of board-approved personnel policies.	<input checked="" type="checkbox"/> The personnel policies are reviewed on a regular schedule by the director and key staff.	<input checked="" type="checkbox"/> The personnel policies are reviewed by an attorney.	

3	<input checked="" type="checkbox"/> The library provides job descriptions for all positions.	<input checked="" type="checkbox"/> Job descriptions are reviewed as needed in order to align strengths, education, and expertise of staff with open positions and operational needs.	<input type="checkbox"/> Job descriptions are reviewed by an HR professional.	
4	<input checked="" type="checkbox"/> The library compensates staff in a fair, equitable, and competitive manner. The library allocates up to 70% of the operating budget for salaries and benefits. This includes FICA, pension and health benefits. 6/4/0	<input checked="" type="checkbox"/> The library has a salary schedule that includes all positions. The schedule is reviewed and adjusted to reflect cost of living and industry benchmarking.	<input type="checkbox"/> The library conducts a market benchmarking study every 3-5 years, with pay ranges, conducted by a human resources professional, to determine current competitive pay practices.	Our salary schedule is updated every two years.

5	<input checked="" type="checkbox"/> The library provides employee benefits as directed by federal, state, and local law.	<input checked="" type="checkbox"/> The library provides employees an expanded benefits package that may include healthcare and wellness benefits, tuition reimbursement, and/or pension or retirement savings. The library contributes to the premiums of any associated costs.	<input checked="" type="checkbox"/> The library contributes to the premiums of healthcare and wellness benefits for employees and their dependents.	We do not have tuition reimbursement.
6	<input checked="" type="checkbox"/> The library follows state and federal laws in recruiting, hiring, onboarding, supervising, and terminating employees.	<input checked="" type="checkbox"/> Key library staff keep abreast of current HR laws and trends (e.g., attending webinars, engaging an attorney or reputable HR consulting firm).	<input type="checkbox"/> The library employs a staff member who is dedicated to human resource management.	The director and management team have participated in webinars dealing with Human Resources.

7	<input checked="" type="checkbox"/> Staff members receive coaching, feedback, and support for their own development at least annually.	<input checked="" type="checkbox"/> The library has a performance appraisal system that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills according to their job description.	<input checked="" type="checkbox"/> The performance appraisal system develops work goals and activities that align with the strategic plan.	
8	<input checked="" type="checkbox"/> New employees receive a thorough orientation and job training. The library complies with all state-mandated training requirements.	<input checked="" type="checkbox"/> The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work.	<input checked="" type="checkbox"/> The library provides paid work time and funding for conference attendance, tuition assistance, and other skill and leadership development.	The Library needs to update our orientation and job training modules. Having a checklist of duties and library related information would be the best case scenario.

9	<input checked="" type="checkbox"/> The library has a succession plan for the director.	<input type="checkbox"/> The library has a succession plan for staff with specialized knowledge (e.g., assistant director, facilities manager, IT manager, business manager) that includes procedural job task instructions and checklists.		<p>The Library needs to focus on succession plans for all management team positions in order to plan for the future. It will help provide direction for the Library.</p>
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Notes/Comments: