LEGAL NOTICE:

AGENDA
MONTHLY MEETING OF
THE RIVERSIDE PUBLIC LIBRARY BOARD OF TRUSTEES

Notice is hereby given that the Riverside Public Library Board of Trustees, Cook County, Illinois, will hold a Regular Meeting commencing at the hour of 7:00 pm on Tuesday, November 10, 2026 in the Foley Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

I. Call to Order 7:00 pm

II. Roll Call

III. Welcome Guests

IV. Public Comment

V. Approve Regular Meeting Minutes of October 13, 2026 – ***Action Item***

VI. Review of October Bills—***Action Item***

VII. Review of October Financial Statements—***Action Item***

VIII. Committee Reports

- A. Finance – Nancy DeFauw
- B. Building & Grounds – Ken Circo and Tracy Bohrer
- C. Policy & Bylaws – Dan Loucks
- D. Technology – Mickey Novak
- E. Communications and Marketing – Courtney Greve Hack and Amy Bilow
- F. Reading Between the Wines – Dan Loucks and Mickey Novak

IX. Staff Reports

- A. Circulation Services & Computer Services - Sharon Shroyer
- B. Information Services - Diane Silva
- C. Youth and Teen Services – Nora Durbin
- D. Monthly Statistics

X. Director's Report—Janice Foley

XI. New Business

- A. New Year's Eve Early Close – ***Action Item***
- B. 2027 Board of Trustees Meeting Dates– ***Action Item***

XII. Announcements

XIII. Correspondence & FYIs

XIV. Executive Session

- A. *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.*

XV. Adjournment

DRAFT

Minutes of the Regular Board Meeting of the Riverside Public Library Board of Trustees October 13, 2026

Held Tuesday, October 13, 2026 in the Foley Community Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

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

Also in Attendance: Janice Foley, Library Director; Diane Silva, Assistant Director; and Lisa Garay, Office Administrator.

Absent: Amy Bilow, Trustee.

Called to order at 7:31 pm by Ken Circo, President

Review of Regular Meeting Minutes - September

Dan Loucks moved, and Courtney Greve Hack seconded, that the Board approve the minutes of the September 8, 2026 regular meeting.
Ayes: Bohrer, DeFauw, Greve Hack, Loucks, Novak
Nays: None
Abstained: None
The motion passed.

Review of Current Bills - August

Courtney Greve Hack moved, and Tracy Bohrer seconded, that the Board approve accounts payable check numbers 24885 through 24912, including voided check #24910 and the payment of payroll checks for department numbers 01 through 04, which includes payroll through September 19, 2026, in the total amount of $83,824.40.
Roll Call Vote:
Ayes: Bohrer, DeFauw, Greve Hack, Loucks, Novak
Nays: None
Abstained: None
The motion passed.

Review of Financial Statements - September

Courtney Greve Hack moved, and Tracy Bohrer seconded, that the Board approve the financial statements for September 30, 2026, subject to audit.
Roll Call Vote:
Ayes: Bohrer, DeFauw, Greve Hack, Loucks, Novak
Nays: None
Abstained: None
The motion passed.

Committee Reports
Building and Grounds Committee
ADA Accessible Parking Spaces
The Village shared their plans for ADA accessible parking spaces in front of the Library. These have been needed for some time. President Circo asked when we can expected this work to be completed. At this time, we have not yet been given this information.

Exterior Ramp Cost Estimate
The Board reviewed the exterior ramp estimate provided by TB one Construction. We need to get a soil study for the grant application. Tim Berneche will be getting us a proposal for this. We also need an aerial photo for the grant application. Director Foley reminded the Board that the grant maximum is $50,000.

Technology Committee
We've received responses from several library directors on our technology consulting project questions. The committee is planning to follow up and schedule meetings this month.

Staff Reports
The YTS Bridge section is up and running. The Farmers' Market is over for the year. We helped decorate 90 pumpkins this year. The staff area renovations are mostly complete, with everyone moved back into their space/office. There are some issues that are still not yet complete, mostly in the Mezzanine area.

We're working on a re-org of the shared network drive (Y drive). This is will take a while, but we've made good progress so far. The new calendar is ready to go live on November 2. The staff training is a week from Friday. We'll be moving the registrations over from the old calendar to the new calendar the weekend prior.

The mah jongg class for beginners filled in about 30 minutes and also has a long waiting list. We're likely to schedule more mah jongg classes in the upcoming months.

Director's Report
On the mistake with the tax levy, Cook County can't bill us, so they will take fees out of what is owed to us. The Village missed the error in addition to the County. The mistake has been corrected. We don't expect any issues going forward.

The Friends' Bingo event went very well with funds raised exceeding $6,000. Things were well organized with lots of new volunteers. The Friends have mentioned again that they would like to host the event back in the Library. This would be difficult due to many issues now, as the attendance has grown over the years.

Director Foley submitted a Village proclamation application in recognition of our Friends for national Friends of the Library week. We will also announce this on social media. We are planning to hold the Friends recognition dinner once again at the end of the year.

Unfinished Business
Updated 2026 Tax Levy
Courtney Greve Hack moved, and Mickey Novak seconded, the approval of the updated 2026 Tax Levy.
Roll Call Vote:
Ayes: Bohrer, DeFauw, Greve Hack, Loucks, Novak
Nays: None
Abstained: None
The motion passed.

Cook County made an error in their early calculations, which in turn affected our levy calculation and budgeted line items. The error was corrected as was our levy and operating budget.

Updated 2027 Operating Budget
Courtney Greve Hack moved, and Dan Loucks seconded, the approval of the updated 2027 operating budget.
Roll Call Vote:
Ayes: Bohrer, DeFauw, Greve Hack, Loucks, Novak
Nays: None
Abstained: None
The motion passed.

New Business
Reading Between the Wines
Dan Loucks moved, and Mickey Novak seconded, the proposal to schedule the 2027 Reading Between the Wines fundraiser for March 6, 2027.
Ayes: Bohrer, DeFauw, Greve Hack, Loucks, Novak
Nays: None
Abstained: None
The motion passed.

Director Foley asked for at least two Board members to volunteer for the RBTW Committee. Trustees Loucks and Novak volunteered.

Board Meeting Times
Dan Loucks moved, and Nancy DeFauw seconded, the proposal to move the start time of the monthly Board meetings to 7 pm.
Ayes: Bohrer, DeFauw, Greve Hack, Loucks, Novak
Nays: None
Abstained: None
The motion passed.

Library Insurance Management and Risk Control Combination (LIMRiCC) Updates
Resolution 2026 - LIMRiCC1 – Resolution to Join LIMRiCC
Nancy DeFauw moved, and Dan Loucks seconded, the approval of Resolution 2026 - LIMRiCC1.
Ayes: Bohrer, Circo, DeFauw, Greve Hack, Loucks, Novak
Nays: None
Abstained: None
The motion passed.

Resolution 2026 - LIMRiCC2 – Resolution to Amend the Intergovernmental Agreement
Courtney Greve Hack moved, and Dan Loucks seconded, the approval of Resolution 2026 – LIMRiCC2.
Ayes: Bohrer, Circo, DeFauw, Greve Hack, Loucks, Novak
Nays: None
Abstained: None
The motion passed.

Resolution 2026 - LIMRiCC3 – Resolution to Amend the Bylaws
Courtney Greve Hack moved, and Dan Loucks seconded, the approval of Resolution 2026 – LIMRiCC3.
Ayes: Bohrer, Circo, DeFauw, Greve Hack, Loucks, Novak
Nays: None
Abstained: None
The motion passed.

Early Close on October 31
Nancy DeFauw moved, and Dan Loucks seconded, the proposal to close the Library at 3 pm on October 31.
Ayes: Bohrer, DeFauw, Greve Hack, Loucks, Novak
Nays: None
Abstained: None
The motion passed.

Patron Art Donation
Courtney Greve Hack moved, and Tracy Bohrer seconded, to decline the offer of a painting made by a Riverside resident.
Ayes: Bohrer, DeFauw, Greve Hack, Loucks
Nays: Novak
Abstained: None
The motion passed.

This upholds a previous Board decision to not accept art donations from patrons except in very specific circumstances.

Announcements
Trustee Greve Hack announced that she will not be seeking re-election to the Board.

Adjournment
Upon motion by Courtney Greve Hack, seconded by Dan Loucks, and passed unanimously, the meeting was adjourned at 8:19 pm.

_____
President

_____
Secretary

Riverside Public Library

CASH DISBURSEMENTS

OCTOBER 2026

ACCOUNTS PAYABLE DISBURSEMENTS

TOTAL FOR OCTOBER ACCOUNTS PAYABLE AND PAYROLL =
$165,183.75

Including voided check #24948

Riverside Public Library
Cash Balances
As of 10/31/2026

	Balance, 10/31/2026
Consolidated Operating Funds:	
First American- Checking	121,492.20
First American- Payroll	268.21
Total First American accounts	121,760.41
Illinois Funds	
Operating Fund	1,197,456.16
Capital Improvements Fund	648,300.53
Working Cash Fund	176,487.18
Library Bond Fund	39,653.24
Total Illinois Funds	2,061,897.11
Total Operating Funds Cash Balances	2,183,657.52
Gift & Endowment Funds:	
Gift and Donations Fund	217,253.43
Batko Endowment Fund	7,115.58
Youth and Teen Tech Fund	57,579.16
Total Gift & Endowment Funds	281,948.17
Total Funds	2,465,605.69

The Riverside Public Library
Check/Voucher Register - A/P Checks
From 10/1/2026 Through 10/31/2026

Check Numbe	Check Date	Payee	Check Amount	Transaction Description
24913	10/12/2026	Aquamist Plumbing & Lawn Sprinkling	225.00	Winterization of Irrigation System
24914	10/12/2026	Cintas Corporation LOC. 769	97.95	Cleaning Supplies
24915	10/12/2026	Delta Dental Insurance Company	15.50	HMO Dental - October
24916	10/12/2026	Library Market	1,500.00	Annual Calendar Subscription
24917	10/12/2026	Midwest Tape	849.84	Digital Subscriptions
24918	10/12/2026	RAILS Library System	1,627.00	EBSCO Database Package
24919	10/12/2026	Diane Silva	200.00	Reimbursement for Program Payment
24920	10/12/2026	Vinmor LLC	6,740.00	Painting - Material and Labor
24921	10/14/2026	Educational Environments	60,781.01	Furniture and Materials for Remodel
24922	10/20/2026	Belcore Electric	710.00	Repair Outside Lights
24923	10/20/2026	Construction Solutions of Illinois, Inc.	5,102.36	Repairs, Vanity/Sink Installations, Demolition
24924	10/20/2026	Delta Dental of Illinois- Vision	75.52	PPO and HMO Vision - September
24925	10/20/2026	Garvey's Office Products	110.48	Paper Towels and Copy Paper
24926	10/20/2026	Krueger International, Inc	725.51	New Office Chairs
24927	10/20/2026	Business Card	1,564.47	Credit Card Purchases
24928	10/20/2026	OverDrive, Inc	520.92	Ebooks and Audiobooks
24929	10/20/2026	Village of Riverside	551.74	Water Bill
24930	10/20/2026	Village of Riverside	300.00	4th Quarter Alarm
24931	10/20/2026	Unique Management Services, Inc.	39.40	September Placements
24932	10/21/2026	LIMRiCC-UCGA	117.68	State UC Tax 3rd Quarter 2026
24933	10/21/2026	Village of Riverside	5,872.28	October 2026 IMRF
24934	10/28/2026	Blue Cross Blue Shield of Illinois	1,569.85	HMO Medical - November
24935	10/28/2026	Celebrating Stories, Ltd.	175.00	Marie Louise Brent Program
24936	10/28/2026	Colley Elevator Co.	240.00	Elevator Maintenance
24937	10/28/2026	Delta Dental Insurance Company	15.50	HMO Dental - November
24938	10/28/2026	Greg Hannah Plumbing	245.00	Plumbing
24939	10/28/2026	KC Cleaning, Inc.	2,000.00	Janitorial Services
24940	10/28/2026	NICOR Gas	218.27	Gas Bill
24941	10/28/2026	North Suburban Employee Benefit Coc	506.00	PPO Dental - September
24942	10/28/2026	North Suburban Employee Benefit Coc	7,593.00	PPO Medical - September
24943	10/28/2026	SWAN	6,282.50	Quarterly Fees
24944	10/28/2026	Wright National Flood Insurance Comp	3,927.00	Flood Insurance
1754	10/31/2026	Administration	8,045.40	Group: 01
1755	10/31/2026	Information Services	10,648.23	Group: 02
1756	10/31/2026	Children & Youth Services	8,254.25	Group: 03
1757	10/31/2026	Patron Services	14,080.97	Group: 04
			151,527.63	
	10/9/2026	EFTPS - Employer Portion	1,243.25	
	10/23/2026	EFTPS - Employer Portion	1,234.08	
ACH00119	10/31/2026	Comcast Cable	238.81	High Speed Internet
ACH00120	10/31/2026	Leaf	848.30	Copier Rental
ACH00121	10/31/2026	Loonie Times	3,430.00	Custom Gargoyle Mascot - 50%
ACH00122	10/31/2026	Comcast Cable	506.54	Phone Bill
Report Total			159,028.61	

The Riverside Public Library
Check/Voucher Register - A/P Checks
From 11/10/2026 Through 11/10/2026

Check Numb	Check Date	Payee	Check Amount	Transaction Description
24945	11/10/2026	Amazon Capital Sevices	2,236.33	Amazon Charges
24946	11/10/2026	Cintas Corporation LOC. 769	870.52	Mats and Cleaning Supplies
24947	11/10/2026	Garvey's Office Products	54.99	Copy Paper
24949	11/10/2026	Ingram Library Services	1,981.16	1 Title
24950	11/10/2026	Midwest Tape	1,012.14	Digital Subscriptions
Report Total			6,155.14	

Amazon Charges Summary
10/01/26 - 10/31/26

26.12	Building Maintenance
52.06	Books
128.72	Movies
92.30	Summer Reading
20.99	Friends of the Library
554.67	Genealogy Toners Cartridges
104.72	Office Supplies
217.89	Library Supplies
423.31	Remodel Supplies (Filing Cabinets/Desk protectors)
368.90	Sanitary Products Dispenser
15.19	Library of Things
19.99	SPOT Supplies
62.58	CYS Program Supplies
35.98	STEAM
19.97	Advertising
48.08	Tech Supplies
36.99	Storage Cubes
7.87	Shipping
2,236.33	**Total**

Riverside Public Library
List of Credit Card Charges
Check dated 10/20/2026

28.34	Netflix	Monthly Subscription
34.64	Hulu	Monthly Subscription
4.17	USPS	Postage
210.33	Bayscan Technologies	Case of Advesive Paper
999.00	Home Depot	Sink Cabinet
278.00	Specialty Stores	Metal Spinner Display
9.99	Cricut	Monthly Subscription
1,564.47		

Riverside Public Library

FINANCIAL REPORTS

For 10 Months Ending

October 31, 2026

UNAUDITED

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 10/31/2026

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	1,162,344.05
Ill Fund Prime-Special Reserve Fund	(0.01)
1st American-Checking Account	103,286.42
1st American-Payroll Account	268.20
Riverside Bank savings account	0.01
Illinois Fund- Library Bond Fund	(42,292.80)
Property Tax Receivable	(2,187,231.50)
Due from Other Funds	73,848.46
Due from other groups	520.19
Due from Friends of the Library	373.17
Staff Receivables	10.39
Due from Vlg of Riverside	1,773.00
Fixed Assets	2,100,381.00
Prepaid Expense	7,300.00
Total Assets	1,220,580.58
Liabilities	
Accounts Payable	6,155.14
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	947.42
IMRF Payable	(301.84)
Deferred Property Taxes	(2,187,231.95)
Accrued Payroll	6,245.84
Health Insurance Payable	11,818.51
Term Life Insurance Payable	(120.00)
Due to Other Funds	51.00
Due to Library Gift Fund	3,681.99
Due to Friends of the Library	226.60
Due to Historical Society	6.00
Investment in Fixed Assets	2,100,381.00
Total Liabilities	(58,200.86)
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	1,030,218.33
Restricted for Audit	3,502.75
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	256.63
Total Beginning Fund Balances	1,032,176.50
Excess Revenues/(Expenditures)	
2025 Property Tax	1,832,299.93
Other	(1,585,694.99)
Total Excess Revenues/(Expenditures	246,604.94
Total Fund Balances	1,278,781.44
Total Liabilities & Fund Balances	1,220,580.58

The Riverside Public Library

Statement of Revenues and Expenditures - Budget Report of Revenues-BRE

From 10/1/2026 Through 10/31/2026

	Current Period Actual	Current Year Actual 10 mos.ending 10/31/2026	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2024 Property Tax Revenue	0.00	391,650.57	0.00	391,650.57	0.00%
2025 Property Tax	609,573.01	1,832,299.93	1,313,900.00	518,399.93	39.46%
Lower Level Bond revenue	0.00	0.00	126,000.00	(126,000.00)	(100.00)%
Total Property Taxes	609,573.01	2,223,950.50	1,439,900.00	784,050.50	54.45%
Inter Government Funds					
Per capita state grants	0.00	15,806.60	7,000.00	8,806.60	125.81%
Corporate Replacement Taxes	0.00	10,067.77	15,000.00	(4,932.23)	(32.88)%
Total Inter Government Funds	0.00	25,874.37	22,000.00	3,874.37	17.61%
Interest on Operating Funds					
Interest-Illinois Funds	2,816.92	29,788.52	15,000.00	14,788.52	98.59%
Total Interest on Operating Funds	2,816.92	29,788.52	15,000.00	14,788.52	98.59%
Fees for Services					
Fines	602.64	2,749.50	700.00	2,049.50	292.79%
Fax Fees	0.00	150.20	0.00	150.20	0.00%
SPOT revenue/'internet fees'	5.50	15.50	50.00	(34.50)	(69.00)%
Printing Fees	484.06	4,058.49	1,700.00	2,358.49	138.73%
Book & Video Sales	494.00	4,776.29	3,000.00	1,776.29	59.21%
Adult Replacement Fees	60.00	441.39	100.00	341.39	341.39%
CYS Replacement Fees	29.00	155.99	100.00	55.99	55.99%
ILL Fees	0.00	150.00	50.00	100.00	200.00%
Lost Book Credit	0.00	31.00	100.00	(69.00)	(69.00)%
The SPOT revenue	18.00	244.00	0.00	244.00	0.00%
Meeting Room Charges	0.00	75.00	100.00	(25.00)	(25.00)%
Total Fees for Services	1,693.20	12,847.36	5,900.00	6,947.36	117.75%
Miscellaneous Revenue					
Miscellaneous Revenue	62.10	884.27	200.00	684.27	342.13%
Donations	27.00	119.84	0.00	119.84	0.00%
Total Miscellaneous Revenue	89.10	1,004.11	200.00	804.11	402.06%
Total Revenues	614,172.23	2,293,464.86	1,483,000.00	810,464.86	54.65%

The Riverside Public Library

Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE

From 10/1/2026 Through 10/31/2026

	Current Period Actual	Current Year Actual- 10 mos.ending 10/31/2026	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	58,810.51	661,318.95	815,000.00	153,681.05	18.86%
Health & Life Insurance	7,756.54	71,901.30	80,000.00	8,098.70	10.12%
Employer's Portion - IMRF	3,625.23	41,351.23	50,000.00	8,648.77	17.30%
Employer's Portion - FICA	4,131.67	46,799.65	62,000.00	15,200.35	24.52%
Unemployment Comp Expense	23.80	803.17	1,800.00	996.83	55.38%
Total Personnel Services	74,347.75	822,174.30	1,008,800.00	186,625.70	18.50%
Supplies					
Office Supplies	410.70	1,746.59	3,000.00	1,253.41	41.78%
Library Supplies	217.89	1,443.53	3,500.00	2,056.47	58.76%
Building Maintenance Supplies	517.71	6,183.44	8,000.00	1,816.56	22.71%
Ink Cartridges	0.00	1,819.33	1,500.00	(319.33)	(21.29)%
Total Supplies	1,146.30	11,192.89	16,000.00	4,807.11	30.04%
Contractual Services					
Janitorial	2,000.00	20,000.00	32,000.00	12,000.00	37.50%
Water	551.74	2,519.15	5,000.00	2,480.85	49.62%
Gas	218.27	11,294.37	15,000.00	3,705.63	24.70%
Bldg Maint-Renovation Exp	(21.50)	0.00	0.00	0.00	0.00%
Building Maintenance	1,508.87	18,402.40	35,000.00	16,597.60	47.42%
Small Equipment Maintenance	0.00	310.30	1,000.00	689.70	68.97%
Equipment Maintenance	765.00	12,760.69	18,000.00	5,239.31	29.11%
Furnishings & Equipment	0.00	1,502.00	4,000.00	2,498.00	62.45%
Copier Rental & Maintenance	848.30	8,263.62	11,000.00	2,736.38	24.88%
Total Contractual Services	5,870.68	75,052.53	121,000.00	45,947.47	37.97%
Electronic Resources					
On-line Data Bases	3,488.98	19,767.34	34,000.00	14,232.66	41.86%
SWAN Computer	6,282.50	24,522.00	30,000.00	5,478.00	18.26%
Internet Expense	238.81	3,347.96	3,200.00	(147.96)	(4.62)%
Patron Subscription services	52.99	2,423.89	5,000.00	2,576.11	51.52%
Total Electronic Resources	10,063.28	50,061.19	72,200.00	22,138.81	30.66%
Information Services					
Books	1,270.85	14,805.43	19,500.00	4,694.57	24.07%
Standing Order Books	447.73	3,439.33	4,500.00	1,060.67	23.57%
Periodicals	0.00	4,591.87	10,000.00	5,408.13	54.08%
Videos	128.72	1,962.96	3,000.00	1,037.04	34.57%
Digital Material	0.00	2,107.44	2,000.00	(107.44)	(5.37)%
Library of Things expenses	15.19	145.84	500.00	354.16	70.83%
The SPOT expenses	19.99	577.48	950.00	372.52	39.21%
Total Information Services	1,882.48	27,630.35	40,450.00	12,819.65	31.69%
Children/Youth Services					
CYS Juvenile Books	224.35	4,216.74	5,000.00	783.26	15.67%
CYS Periodicals	0.00	0.00	150.00	150.00	100.00%
CYS Reference Books	0.00	0.00	400.00	400.00	100.00%
CYS Video Games	0.00	0.00	300.00	300.00	100.00%
CYS Young Adult	0.00	819.88	2,000.00	1,180.12	59.01%
CYS Easy Books	37.80	2,078.35	3,000.00	921.65	30.72%
CYS DVD	0.00	239.64	650.00	410.36	63.13%
CYS Toys & Puzzles	0.00	183.37	100.00	(83.37)	(83.37)%
CYS Storytime Resources	0.00	0.00	100.00	100.00	100.00%
CYS STEAM	35.98	234.78	300.00	65.22	21.74%
Total Children/Youth Services	298.13	7,772.76	12,000.00	4,227.24	35.23%

The Riverside Public Library

Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE

From 10/1/2026 Through 10/31/2026

	Current Period Actual	Current Year Actual- 10 mos.ending 10/31/2026	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Marketing/Public Relations					
CYS Programming	62.58	406.35	1,000.00	593.65	59.37%
Adult Programming	375.00	3,717.50	4,800.00	1,082.50	22.55%
Library Programs	0.00	504.99	2,000.00	1,495.01	74.75%
Advertising Expenses	19.97	369.17	5,000.00	4,630.83	92.62%
Binding	0.00	0.00	200.00	200.00	100.00%
Newsletter Expense	0.00	12,526.63	18,000.00	5,473.37	30.41%
Total Marketing/Public Relations	457.55	17,524.64	31,000.00	13,475.36	43.47%
Administration					
Shipping Charges	64.20	554.97	700.00	145.03	20.72%
Legal Services	0.00	1,504.50	5,000.00	3,495.50	69.91%
Credit Bureau	39.40	669.80	800.00	130.20	16.27%
Telephone	506.54	5,296.16	10,000.00	4,703.84	47.04%
Postage	4.17	562.96	1,200.00	637.04	53.09%
Treasurer's Bond	0.00	500.00	500.00	0.00	0.00%
Liability Insurance	0.00	21,456.71	32,000.00	10,543.29	32.95%
Audit Fees	0.00	5,000.00	5,000.00	0.00	0.00%
Travel	0.00	0.00	200.00	200.00	100.00%
Seminars,Conferences,Meetings	0.00	562.22	1,000.00	437.78	43.78%
Membership Dues	0.00	715.95	1,000.00	284.05	28.41%
Accounting Expenses	0.00	3,263.05	6,000.00	2,736.95	45.62%
Staff Development	0.00	477.90	6,500.00	6,022.10	92.65%
Bond repayment	0.00	11,325.00	126,000.00	114,675.00	91.01%
Credit Card/Bank Fees	38.08	888.95	700.00	(188.95)	(26.99)%
Miscellaneous Expense	0.00	1,091.20	10,000.00	8,908.80	89.09%
Board Expense	0.00	604.00	1,500.00	896.00	59.73%
Capital Expense	7,775.99	31,607.28	38,300.00	6,692.72	17.47%
Total Administration	8,428.38	86,080.65	246,400.00	160,319.35	65.06%
Technology					
Technology Supplies	48.08	545.55	900.00	354.45	39.38%
Computer Consultant	0.00	2,680.00	2,000.00	(680.00)	(34.00)%
Network Maintenance	0.00	1,039.94	2,000.00	960.06	48.00%
Computer Hardware & Equipment	0.00	3,022.64	6,000.00	2,977.36	49.62%
E-Library Subscription Svs	19.98	12,029.60	15,000.00	2,970.40	19.80%
Computer Software	0.00	263.87	2,000.00	1,736.13	86.81%
Total Technology	68.06	19,581.60	27,900.00	8,318.40	29.82%
Total Operating Expense	92,499.33	1,067,009.72	1,503,550.00	436,540.28	29.03%
Miscellaneous Expenses					
Lost ILL Expense	(34.91)	(232.08)	0.00	232.08	0.00%
Transfer to Other Funds	0.00	418,290.82	0.00	(418,290.82)	0.00%
Total Miscellaneous Expenses	(34.91)	418,058.74	0.00	(418,058.74)	0.00%
Total Budgeted Expenses	102,527.70	1,535,129.65	1,575,750.00	40,620.35	2.58%

The Riverside Public Library

Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE

From 10/1/2026 Through 10/31/2026

	Current Period Actual	Current Year Actual- 10 mos.ending 10/31/2026	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2024 Property Tax Revenue	0.00	391,650.57	0.00	391,650.57	0.00%
2025 Property Tax	609,573.01	1,832,299.93	1,313,900.00	518,399.93	39.46%
Lower Level Bond revenue	0.00	0.00	126,000.00	(126,000.00)	(100.00)%
Total Property Taxes	609,573.01	2,223,950.50	1,439,900.00	784,050.50	54.45%
Inter Government Funds	0.00	25,874.37	22,000.00	3,874.37	17.61%
Interest	2,816.92	29,788.52	15,000.00	14,788.52	98.59%
Fees for Services	1,693.20	12,847.36	5,900.00	6,947.36	117.75%
Misc Revenue	89.10	1,004.11	200.00	804.11	402.06%
Total Revenues	614,172.23	2,293,464.86	1,483,000.00	810,464.86	54.65%
Total Revenue	614,172.23	2,293,464.86	1,483,000.00	810,464.86	54.65%
Expenditures					
Personnel Services	74,347.75	822,174.30	1,008,800.00	186,625.70	18.50%
Supplies	1,146.30	11,192.89	16,000.00	4,807.11	30.04%
Contractual Services	5,870.68	75,052.53	121,000.00	45,947.47	37.97%
Information Services	1,882.48	27,630.35	40,450.00	12,819.65	31.69%
Electronic Resources	10,063.28	50,061.19	72,200.00	22,138.81	30.66%
Children/Youth Services	298.13	7,772.76	12,000.00	4,227.24	35.23%
Marketing/Public Relations	457.55	17,524.64	31,000.00	13,475.36	43.47%
Administration	8,428.38	86,080.65	246,400.00	160,319.35	65.06%
Technology	68.06	19,581.60	27,900.00	8,318.40	29.82%
Total Expenditures	102,562.61	1,117,070.91	1,575,750.00	458,679.09	29.11%
Miscellaneous Expenses					
Misc Expenses	(34.91)	418,058.74	0.00	(418,058.74)	0.00%
Total Miscellaneous Expenses	(34.91)	418,058.74	0.00	(418,058.74)	0.00%
Total Expenditures	102,527.70	1,535,129.65	1,575,750.00	40,620.35	2.58%
Excess Revenues(Expenditures)	511,644.53	758,335.21	(92,750.00)	851,085.21	

Circulation and Computer Services
October
Sharon Shroyer

Circulation

We are still getting used to our new area in circulation. The Library of Things cabinets were set up with a master map of where everything is kept and we added clear pockets to hold the tags from the new display. I am taking the opportunity to move things at the desk around. The new renovation has inspired me. I am slowly unpacking with a critical eye of what we want in the department.

Computer Services

All of the old surge protectors, and there were a lot; made it to recycling in October.

Diane, Lisa and I met to discuss our progress on the Drive Mapping project. The scope of the project is daunting but we are making some progress.

We also met with two different companies regarding an assessment of our current technology and how we can streamline software licensing, move to a cloud-based server, and email and staff communication solutions. Both companies are well versed in the library environment and what our needs are. We will be getting an assessment from each of the companies in the next couple of weeks.

On October 23rd, we were briefly closed so that we could receive training on the new calendar software. The new calendar is easier to use in every way and hopefully, our patrons will agree.

October 2026 Information Services Update
Diane Silva

Team Technology

This month, Henry also made the switch to using the free version of Affinity as his Photoshop license was set to expire and our available options were quite costly. I appreciate IS staff's willingness to learn new technologies as needs arise.

Library of Things Display

Our existing Library of Things display has been unchanged for a few years. The original design was working for a while but, as our collection grew, the shelves were too full and it was difficult for staff to identify if items were available. A few months ago we decided to switch to a tag system, ordered a display unit, and patiently waited for it to come off back order. It arrived this month and I worked to pull together the design and procedure. It will roll out to the public on November. You can see it in the Great Room. More info about how it works will be reported in November. Cliff hanger!

Library Calendar Upgrade

Staff training was held on October 23 in preparation for our November rollout. We're hopeful that all the work Lisa and I did on the backend will make the transition easy for staff and patrons.

Programming Highlights

Riverside resident and Hinsdale Library adult programmer, Susan McBride, joined us this month for a 2 part Learn to Play Mah Jongg class. The game is all the rage. With 16 seats available, we came into the event with 14 people on the wait list. All attendees were thrilled with the class. We appreciate Susan's willingness to donate her time and share her expertise with us.

Due to a reduced Olmsted Society programming, we entered Fall with an unexpected programming balance. Lisa and Nora used it to hire Incredible Bats for an animal encounter program. We even paid a little extra to bring in a sloth! These programs are always popular with kids and adults.

Programming Statistics

Animals Around the World – 70
Glowforge Basics – 6
Understanding Wills & Trusts – 20
Uncovering Family Secrets – 4
Mah Jongg For Beginners (2 sessions) – 30
Drop In Tech Help - 1
Ornament Wreath – 6
Geoffery Baer (ILP) - 6
Chess Club (4 sessions) – 37
Book Discussion – 13
Asahi (4 sessions) – 31
Mahjong Meetup (5 sessions) - 47
Meditation (2 session) – 11
Genealogy Club – 6
Wordsmith's Society – 3
Yarn Crafters (2 sessions) - 6
Tech Help Appointment – 2

Passive

Seed Packets Take/Leave –2

Patron Interactions – We had 593 patron interactions this month.

YOUTH & TEEN SERVICES – October 2026 – Nora Durbin

We were so happy to start up programming again this month. Extra thanks to Fran, who is our resident Queen of Halloween, for coming up with so many fun and engaging programs this month!

Highlights

After School Programs—Our afterschool programs focused on Halloween this month with Fran leading a Frankentoys program where kids took apart stuffed animals and made new creations; a ghost and pumpkin craft that involved lots of messy (and fun) paint; an acorn handprint craft; and a candy taste test where tasters declared caramel creams the best candy.
Mandi ran a four-week Young Entrepreneurs program. Mandi lead the group step by step through the process of making their own mini businesses. Participants this session have some great plans for selling masks, beaded jewelry, slime, ornaments, and art. Make sure to visit them at the Holiday Stroll this year where they will be selling their products.

School's Out Programs—There were a couple of days off school this month. To keep kids busy we had Spooky Bingo, a movie double feature of *Halloweentown* and *Coraline*, and a ghost keychain craft for the teens.

Farmer's Market—The Farmer's Market wrapped up this month with the popular pumpkin decorating day.

The SPOT programs– The Glowforge was super popular in the SPOT this month. Not only was it the most used item for appointments, Joshua also presented a Glowforge 101 program early in the month. Mandi and Joshua also had a successful Boo & Brush project for little kids and their adults. Families went home with a Halloween themed keepsake.

School and Community Outreach— School visits continued this month. Anne visited the D96 Early learners. Bridget visited the Hollywood Communication Development Classroom. Fran visited RPC Preschool. RPC Preschool also visited the Library.
RB's English Language Learners class came to the Library for a field trip. Mandi gave students a tour of the Library and some students were able to get library cards.
Hauser's after school library club came and Mandi taught them about the SPOT. They also made their own buttons using the button maker.
We were also out in the community this month. Janice, Diane and I participated in the Riverside Recreation Department's Trunk or Treat program. Janice decorated her car with an awesome gargoyle theme this year. Francesca and Joshua were at the Ames Trunk or Treat program. We saw tons of families at both events and we are always happy to be out in the community.
We collaborated again this fall with the Landscape Advisory Commission (LAC) for OAKtober Crafts. LAC volunteers supervised the craft that had kids designing their own landscapes using stencils.

Halloween—We ran two large programs for Halloween this year. Back for the 3rd year was our evening Monster Mash program, planned by Fran. She made games and activities for families to enjoy together. There were even prize giveaways.
We also had our annual Halloween Storytime & Parade. Since most of the attendees have been young the past couple of years, Mandi and I focused on interactive stories, rhymes and songs this year while presenting the storytime. Thanks to all the staff that helped this year including Janice, Sharon, Diane, Fran, Joshua, Brent, Gabe and Amy.

YOUTH & TEEN SERVICES STATISTICS –October 2026	
Reference questions asked	201
Informational questions asked	265

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
10/1/2026	RBHS ELL Library Tour			13	2	
10/1/2026	D96 Early Learners Storytime AM	32			8	
10/1/2026	D96 Early Learners Storytime AM	30			8	
10/2/2026	October Subscription Book Bags	4	6	1		
10/2/2026	Yoga Storytime	8			6	
10/3/2026	Little Hands: Boo & Brush @ The SPOT	10			9	
10/4-10/10	The SPOT to Go Cart					20
10/5/2026	Mini Storytime	15			11	
10/5/2026	Tummy Time Hangout	5			5	
10/5/2026	Storytime at RPC 1	10			2	
10/5/2026	Storytime at RPC 2	10			2	
10/5/2026	Storytime at RPC 3	10			2	
10/6/2026	Tummy Time	4			4	
10/7/2026	Baby Rave	12			10	
10/7/2026	RB Transitions Book Club			8	2	
10/7/2026	Pokémon Meet Up		5			
10/7/2026	Farmer's Market: Pumpkins					100
10/8/2026	Little Hands Playtime	2			2	
10/8/2026	Young Entrepreneurs			8	1	
10/8/2026	RPC Visit to the Library	25			4	
10/8/2026	Riverside Trunk or Treat					300
10/9/2026	Mini Storytime	7			4	
10/9/2026	Spooky Bingo		6		2	
10/10/2026	Family Playtime	3	4		5	
10/11-10/17	The SPOT to Go Cart					22
10/12/2026	Mini Storytime	10			8	
10/12/2026	Tummy Time Hangout	3			4	
10/12/2026	Movie: Halloweentown					5
10/12/2026	Movie: Coraline					5
10/12/2026	Ghost Keychains			8		
10/13/2026	Tummy Time	4			4	
10/14/2026	Clay Day	6			4	
10/14/2026	St. Mary's 2nd Grade Field Trip		35		2	

YOUTH & TEEN SERVICES – October 2026 – Nora Durbin

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
10/14/2026	RB Transitions Book Club			8	2	
10/15/2026	Little Hands Playtime	2			2	
10/15/2026	Frankentoys		5			
10/15/2026	Young Entrepreneurs			8	1	
10/16/2026	Mini Storytime	5			5	
10/16/2026	Book Nook Crew		1			
10/17/2026	OAKtober Crafts with LAC		7		5	
10/18-10/25	The SPOT to Go Cart					30
10/19/2026	Mini Storytime	9			7	
10/19/2026	Tummy Time Hangout	3			3	
10/20/2026	Tummy Time Hangout	2			2	
10/20/2026	Hauser's Library Club			9	1	
10/20/2026	The SPOT Open Hours				2	2
10/21/2026	Pumpkin Craft		11			
10/21/2026	RB Transitions Book Club			8	2	
10/22/2026	Little Hands Playtime	3			4	
10/22/2026	Young Entrepreneurs			8	1	
10/22/2026	Monster Mash					225
10/23/2026	Acorn Craft		4			
10/23/2026	Ames Trunk or Treat					200
10/25-10/31	The SPOT to Go Cart					34
10/26/2026	Mini Storytime	15			9	
10/26/2026	Tummy Time Hangout	1			1	
10/26/2026	Storytime at RPC 1	10			2	
10/26/2026	Storytime at RPC 2	10			2	
10/26/2026	Storytime at RPC 3	10			2	
10/26/2026	Candy Taste Test			8		
10/27/2026	Tummy Time	4			4	
10/27/2026	Hollywood CD Class		4		2	
10/27/2026	The SPOT Open Hours				2	
10/28/2026	Jar Graveyards				4	
10/29/2026	Little Hands Playtime	3			3	
10/29/2026	Young Entrepreneurs			7	1	
10/29/2026	RPC Visit to the Library	25			4	
10/30/2026	Halloween Storytime & Parade	40			60	
10/1-10/31	Scavenger Hunt					126
10/1-10/31	Blue Board Question					200
10/5/2026	Staffed SPOT Appointment: Glowforge				1	
10/7/2026	Staffed SPOT Appointment: Glowforge				1	

YOUTH & TEEN SERVICES – October 2026 – Nora Durbin

Date	Name of Program		Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
10/15/2026	Staffed SPOT Appointment: Glowforge					1	
10/28/2026	Staffed SPOT Appointment: Glowforge					1	
10/29/2026	Staffed SPOT Appointment: Glowforge					1	
10/1-10/31	3D Print Requests					5	
After School (19 Days)		645					
Phone Charger Checkout		13					
Board Game Usage		50					
Nintendo Switch Usage		8					
Study Room Usage		33					

Riverside Public Library
Miscellaneous Statistics - October 2026

	Oct-26	Oct-25	YTD 2026	YTD 2025
Reference Statistics				
Questions Asked - Adult	196	674	6555	7122
Questions Asked - Youth Services	466	427	4091	3913
Internet Usage - Adult	210	300	2367	2884
- TYS	287	310	3511	2965
Total Usage	**497**	**610**	**5878**	**5849**
Holdings				
Adult Titles Added	196	215	1938	1927
YTS Titles Added	31	82	737	751
Total Titles Added	**227**	**297**	**2675**	**2678**
Adult Titles Withdrawn	18	347	996	2100
YTS Titles Withdrawn	129	2	571	1592
Total Titles Withdrawn	**147**	**349**	**1567**	**3692**
Total Holdings			**63820**	**62440**
Library Programs - Active				
Children 0-5	33	13	298	302
Children 6-11	11	5	114	105
YA 12-18	9	2	39	46
Adults 19+	31	32	316	298
General Interest (Mixed)	15	11	144	98
Totals	**99**	**63**	**911**	**849**
Library Programs - Active Attendance				
Children 0-5	352	188	2765	2774
Children 6-11	88	46	2035	1807
YA 12-18	70	33	1022	669
Adults 19+	397	292	4254	6555
General Interest (Mixed)	1298	710	6150	6436
Totals	**2205**	**1269**	**16226**	**18241**
Library Programs - Passive				
Children 0-5	10	2	62	58
Children 6-11	3	2	20	22
YA 12-18	0	0	2	4
Adults 19+	0	2	23	20
General Interest (Mixed)	8	2	64	40
Totals	**21**	**8**	**171**	**144**
Library Programs - Passive Attendance				
Children 0-5	60	29	552	712
Children 6-11	28	30	201	222
YA 12-18	0	0	15	21
Adults 19+	0	11	136	473
General Interest (Mixed)	442	157	2568	3125
Totals	**530**	**227**	**3472**	**4553**
Community Programs	3	9	129	88
Attendance	30	92	903	1101

	Oct-26	Oct-25	YTD 2026	YTD 2025
Study Room Use	33	31	431	320
New Library Cards Issued	45	54	517	498
Library Attendance	9270	9297	87763	85420
Notary Service	1	12	148	180
Checkouts	4721	4827	47984	51519
Renewals	3148	3130	31937	32070
Checkins	5478	5470	54716	60661
Total Circulation	**13347**	**13427**	**134637**	**144250**
Interlibrary Loans				
Loaned	1035	1062	9908	9929
Borrowed	1266	1137	11473	11748
Reciprocal Borrowing				
Loaned to Other Library Patrons	586	446	5208	5302
RPL Patrons Borrowing Elsewhere	1042	1030	12480	12134
Digital Resources				
Hoopla	435	408	4043	3543
Palace Project	172	122	1063	1151
Libby (Digital Library of Illinois)	2494	2082	21862	17922
Kanopy	413	NA	2162	NA
Web Site Total Hits	3687	3996	42004	41655
Wireless Statistics	896	970	17839	17209
Online Databases				
Ancestry.com				
Searches	292	138	2404	3408
Returns	617	332	5105	5851
Newsbank				
Searches	2	13	217	252
Consumers Reports				
Sessions	10	16	82	104
Searches	118	164	931	936
Chicago Tribune				
Digital Views	694	NA	23073	NA
Digital Users	3	NA	57	NA
Online Views	71	NA	1517	NA
Online Users	8	NA	65	NA
Additional Statistics				
Newspaper Archives				
Searches	65	32	453	317
Museum Passes				
Issued	17	19	155	169
Library of Things				
Equipment	54	75	635	750
Kits	11	14	197	131
Spot Collection Use*	140	36	430	140

Now includes the SPOT to go cart

Library Director's Report
October 2026
Janice Foley

Administration

The revised final 2027 operating budget and 2026 tax levy were formally presented at the Village Board meeting on October 15. Representing the Library, Diane attended the session with no questions from the Village trustees or patrons asked. I am scheduled to attend the upcoming Village Board meeting on November 5 for the secondary reading of both the levy and the operating budget.

Final revisions are underway for the new Trustee Handbook, designed to onboard incoming Board members following the April consolidated election. A complete draft will be included in either the December or January Board packet to allow the current Trustees an opportunity to review, evaluate, and recommend any final additions.

The filing deadline for Library Board candidacy is November 23, at which point the full slate of candidates will be finalized. While the library historically experiences uncontested elections, there is always the possibility of additional candidates filing.

Significant progress has been made on the capital grant application for the upcoming Accessibility Ramp project. Due to the scope involving soil disruption, documentation has been compiled and submitted to the State Historic Preservation Office (SHPO) for historical impact review. Final submission of the grant application is pending receipt of the SHPO clearance letter and a soil sample analysis results.

The Reading Between the Wines (RBTW) Committee will meet on November 4. In preparation, drafts of the standard donor solicitation letters and sponsorship forms have been finalized. A mailing list of possible sponsors - incorporating all current-year library vendors - has been put together. Sending the letters prior to year-end has proven successful in previous years. The refreshed RBTW event logo will be presented to the Board at November's meeting.

Several managers' meetings were held throughout the month.

Community Outreach and Partnerships

The Library featured a gargoyle-themed trunk display in honor of our mascot, Dewey, during the Village's Truck of Treat event on October 8. Staffed by Diane, Nora, and myself, the event drew robust attendance. We were one of the only groups that did not run out of giveaways! The Library extended its community outreach by participating in the Ames PTA Truck or Treat event on October 23. The Library table was managed by Josh and Fran from Youth and Teen Services (YTS).

Following a highly successful Bingo fundraiser, the Friends of the Library formally approved funding for the purchase of a custom Dewey mascot costume. Production has initiated, with

an estimated delivery window of January or early February 2027. Additionally, the Friends reauthorized funding for the Summer Reading Program and the Newborn Books initiative, alongside new allocations to fund American Sign Language (ASL) translation services for library programming and expand our digital e-book collections.

At the end of October, Diane, Sharon, and I met with representatives from Outsource Solutions and Nobletech - two prominent IT firms specializing in public library systems. Both vendors will perform comprehensive, non-cost evaluations of current infrastructure to deliver detailed service agreements and expenditure models. The Technology Committee met on October 29 to review discuss the parameters for this evaluation process.

The *All in the Family* committee met on October 27 to finalize educational topics and speaker rosters for the 2027 calendar year. Scheduling for these sessions is currently underway.

Building and Grounds

The Library successfully cleared its annual fire safety inspection with no violations. Inspecting Officer Dave Pierdnock commended management on the exceptional maintenance and structural compliance of the building. Stemming from the fire inspection, we replaced the main entrance EXIT sign with an energy-efficient LED model.

Belcore Electric resolved an issue with the facility's exterior lighting system. Technicians identified and replaced a faulty mechanical timer located in the mechanical room, distinct from the fixtures recently updated in the outdoor lighting project.

Due to summer rain delays affecting their operational schedule, Holton Brothers requested to defer our exterior masonry work to spring 2027. The vendor has legally locked in the original contract pricing, ensuring no budgetary adjustments or cost overruns due to the delay.

Necessary commercial plumbing repairs were successfully completed on a public restroom urinal. Seasonal fireplace maintenance has been completed, and the units have been cleaned and successfully tested for the winter season.

Routine seasonal landscaping contracts remain active through November 15. The exterior facility irrigation systems have been successfully winterized. Our winter snow removal contractors have confirmed readiness for the upcoming season.

Library Board Memorandum

To: Board of Trustees

From: Janice Foley, Library Director

Date: 11/04/2026

Re: New Year's Eve Hours

We have historically been open until 5 pm on New Year's Eve. We usually spend the last few hours with just staff in the building. Would the Board approve the Library closing at 3 pm on New Year's Day this year and also going forward? We will still have plenty of time to post the hours and make patrons aware of the change for this holiday season.

Library Board Memorandum

To: Board of Trustees

From: Janice Foley, Library Director

Date: 11/04/2026

Re: 2027 Library Board of Trustees Meeting Dates

The proposed 2027 Board Meeting dates are listed below. The Board votes to approve, or amend, as necessary. The meetings start at 7:00 pm.

January 12, 2027
February 9, 2027
March 9, 2027
April 13, 2027
May 11, 2027
June 8, 2027
July 13, 2027
August 10, 2027
September 14, 2027
October 12, 2027
November 9, 2027
December 14, 2027

JAF:lg