

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, April 11, 2023 in the 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 Minutes of March 14, 2023—Action Item**
- VI. **Review of Current Bills—Action Item**
- VII. **Review of Financial Statements—Action Item**
- VIII. **Committee Reports**
 - A. Finance—Michael Hagins
 - B. Building & Grounds—Ken Circo
 - C. Policy & Bylaws—Patrick White
 1. Patron Services Policy - **Action Item**
 - D. Technology—Michael Hagins
 - E. Communications and Marketing—Courtney Greve Hack
- IX. **Staff Reports—March**
 - A. Children & Youth Services Manager—Nora Durbin
 - B. Patron Services & Computer Services Manager—Sharon Shroyer
 - C. Information Services—Diane Silva
 - D. Monthly Statistics
- X. **Director's Report—Janice Foley**
- XI. **Unfinished Business**
 - A. Disaster/Emergency Plan Revisions—**Action Item**
- XII. **New Business**
 - A. The Spot: A Place to Create Collection—**Action Item**
 - B. 2023 Annual Resolution Authorizing Library Nonresident Cards - **Action Item**
 - C. Laurie Risley Paintings Display and Sale—**Action Item**
- XIII. **Announcements**
 - A. Reminder: Election of Officers and Appointment of Committee Chairs at May meeting
- XIV. **Correspondence & FYIs**
 - A. Note to Staff from Patrick and Jennifer White
 - B. Note to Staff from Constance Guardi
- XV. **Executive Session**
 - A. Approve Executive Session Minutes of November 8, 2022—**Action Item**
 - B. Semiannual Review of Confidential Executive Session Minutes—**Action Item**
- XVI. **Adjournment**



**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
March 14, 2023**

Held Tuesday, March 14, 2023 in the 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; Michael Hagins, Treasurer; Christine Long, Trustee; Jen Pacourek, Trustee; and Patrick White, Trustee

Also in Attendance: Janice Foley, Library Director; Diane Silva, Assistant Director; Lisa Garay, Administrative Assistant; Christine Lane, Administrative Assistant; Jane Wilhelm, Accountant

Absent: Jane Birmingham, Secretary

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

Welcome Guests: Mark Shevitz; Amy Jacksic; and Dan Loucks

Public Comment

Amy Jacksic addressed the Board to express her support. She thanked the Library for representing its patrons, and for sending the message that we are a welcoming community.

Review of Minutes

Jen Pacourek moved, and Christine Long seconded, that the Board approve the minutes of the February 14, 2023 regular meeting.

Ayes: Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 23202 through 23204, 23220 through 23252, z00021 and z00022, in the total amount of \$77,998.28, which includes payroll through February 28, 2023.

Roll Call Vote:

Ayes: Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Courtney Greve Hack moved, and Michael Hagins seconded, that the Board approve the financial statements for February 28, 2023, subject to audit.

Roll Call Vote:

Ayes: Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Committee Reports

Building and Grounds—Patron Services Lighting Project

Courtney Greve Hack moved, and Jen Pacourek seconded, that the Board approve the Lighting Project proposal from Belcore Electrical Contractors and Engineers for the Patron Services department, the Director's office and the elevator hallway, in the amount of \$12,300.

Ayes: Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Building and Grounds—The Spot Studio GC Design Rendering

The Board reviewed the proposed design rendering for The Spot.

The Library Director expressed kudos to Patrick White for his recommendation of Anderson Construction to change the light bulbs in the chandeliers in the Great Room, Atrium and Stacks. The estimate for this project is \$520. The Board suggested that we ask Anderson for a proposal to repair the cracked sidewalk, ramp and railing. The Board also mentioned that we may need to seek approval from the Historic Preservation committee for this work.

Policy & Bylaws

The Library Director reported that Michael Marrs, the Library's attorney, is in receipt of the Library's reconsideration policy. He hopes to have his comments to the Board for the next Board meeting.

Communications and Marketing

Diane Silva mentioned The Spot: A Place to Create will debut on April 10.

Announcements will be made on the library's website and social media beginning April 1. The library will host an open house on April 17.

Staff Reports

The Board reviewed the staff reports.

As more requests are being made through Hoopla and Libby, the Board discussed moving resources from our print budget to our digital budget at some point in the future.

Diane Silva shared that she and the Library Director, Janice Foley, met with an anonymous donor who is interested in funding a more robust Spanish language collection.

Director's Report

The Board reviewed the Library Director's report. The Library Director welcomed Lisa Garay, the new administrative assistant. Lisa has been training with Christine Lane for the past week. Ken Circo welcomed Lisa to the staff.

The Genealogy Club attendance has been increasing. CSAGSI approached the Library asking if they might host their quarterly meetings here. The Board stated that it would be good to host them here.

The Library Director reported that Reading Between the Wines was a great success. The staff worked very hard and she extended a thank you to them along with a thank you

to the Board. Patrick White also extended a thank you to the staff. Several Board members reported seeing new faces at the event and noted that the demographic of the crowd seemed younger than in years past.

New Business

2022 Year End Fund Transfer

Courtney Greve Hack moved, and Jen Pacourek seconded, the transfer of the 2022 year-to-date interest of \$3,775.50 in the Working Cash Fund to the Special Reserve Fund.

Ayes: Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

New Bank Account

Jen Pacourek moved, and Christine Long seconded, the opening of a new interest bearing savings account at Riverside Bank. This account will not be charged any fees as long as the minimum balance of \$1,000 is maintained.

Ayes: Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Disaster/Emergency Plan

Jen Pacourek moved, and Courtney Greve Hack seconded, the approval of the updated Disaster/Emergency Plan with revisions.

Ayes: Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Announcements

Micheal Marrs is planning to schedule a workshop for the Board sometime this summer.

Correspondence

The Library Director shared that the Library had received many thank you emails from the community regarding the Reading Between the Wines event. Also all the vendor thank you letters for the event have been sent.

Adjournment

Upon motion by Courtney Greve Hack, seconded by Jen Pacourek, and passed unanimously, the meeting was adjourned at 8:28 pm.

President

Secretary

Riverside Public Library

CASH DISBURSEMENTS

MARCH - 2023

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR MARCH 2023 ACCOUNTS PAYABLE,
AND MARCH 2023 PAYROLL = \$110,247.43**

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 3/1/2023 Through 3/31/2023

Check Number	Check Date	Payee	Check Amount	Transaction Description
23253	3/6/2023	Coverall North America, Inc	1,948.00	Cleaning services- March
23254	3/6/2023	Leslie Goddard	200.00	Julia Child program
23255	3/6/2023	NCPERS-IL IMRF	32.00	Term life- Forsyth & Silva
23256	3/6/2023	Molly Page	250.00	Smartphone Photography program
23257	3/15/2023	Ebsco Information Services	771.00	Flipster
23258	3/15/2023	EnvisionWare, Inc,	728.70	Self-checkout renewal
23259	3/15/2023	Business Card	5,476.31	Credit card purchases
23260	3/15/2023	RAILS Library System	395.00	READSquared
23261	3/15/2023	TIAA, FSB	550.00	Copier rental
23262	3/22/2023	Blue Cross Blue Shield of Illinois	5,457.83	HMO medical- March 2023
23263	3/22/2023	Delta Dental of Illinois - Risk	76.55	HMO dental- March
23264	3/22/2023	Delta Dental of Illinois- Vision	32.65	Vision insurance- March
23265	3/22/2023	GT Mechanical Projects & Design, Inc.	559.00	Maintenance agreement 4/4
23266	3/22/2023	Madison National Life	29.94	Life insurance- March
23267	3/22/2023	Riverside Bank	1,200.00	Open new savings account at Riverside Bank
23274	3/29/2023	Debra Dudek	175.00	UK/Irish genealogy program
23275	3/29/2023	Adrian Fisher	125.00	Native plants program (Library's portion of FLOS program)
23276	3/29/2023	North Suburban Employee Benefit Coop	216.00	PPO dental- February
23277	3/29/2023	North Suburban Employee Benefit Coop	1,767.58	PP medical- February
23278	3/29/2023	Village of Riverside	7,815.62	March 2023 IMRF
23279	3/29/2023	Jane Wilhelm	26.30	Reimbursement for staff lunch & Lane retirement cake
Z00023	3/23/2023	Comcast Cable	233.85	High speed internet
Z00024	3/23/2023	Comcast Cable	568.09	Phone
1373	3/3/2023	Administration	4,299.11	Group: 01; Pay Date: 3/3/2023
1374	3/3/2023	Information Services	4,995.94	Group: 02; Pay Date: 3/3/2023
1375	3/3/2023	Children & Youth Services	4,202.36	Group: 03; Pay Date: 3/3/2023
1376	3/3/2023	Patron Services	6,827.52	Group: 04; Pay Date: 3/3/2023
1377	3/17/2023	Administration	4,613.99	Group: 01; Pay Date: 3/17/2023
1378	3/17/2023	Information Services	5,031.29	Group: 02; Pay Date: 3/17/2023
1379	3/17/2023	Children & Youth Services	4,293.75	Group: 03; Pay Date: 3/17/2023
1380	3/17/2023	Patron Services	6,640.83	Group: 04; Pay Date: 3/17/2023
1381	3/31/2023	Administration	5,074.72	Group: 01; Pay Date: 3/31/2023
1382	3/31/2023	Information Services	5,031.30	Group: 02; Pay Date: 3/31/2023
1383	3/31/2023	Children & Youth Services	4,706.04	Group: 03; Pay Date: 3/31/2023
1384	3/31/2023	Patron Services	<u>7,129.18</u>	Group: 04; Pay Date: 3/31/2023
Total			91,480.45	
EFTPS Electronic Tax Payment - Employer portion 03/03/2023			2,048.34	
EFTPS Electronic Tax Payment - Employer portion 03/17/2023			2,073.28	
EFTPS Electronic Tax Payment - Employer portion 03/31/2023			<u>2,204.18</u>	
Report Total			<u>97,806.25</u>	

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 4/11/2023 Through 4/11/2023

Number	Check Date	Payee	Check Amount	Transaction Description
23284	4/11/2023	Amazon Capital Sevices	1,458.99	Amazon charges
23285	4/11/2023	Archer Electrical Supplies	782.00	425 LED bulbs
23286	4/11/2023	Bullseye Cleaning Service, Inc.	244.00	Snow removal
23287	4/11/2023	Cintas Corporation LOC. 769	769.68	Restroom supplies/ mat service
23288	4/11/2023	Colley Elevator Co.	226.00	Elevator inspection
23289	4/11/2023	Demco, Inc.	182.18	Labels, label protectors, book covers, book tape
23290	4/11/2023	Future Electronic Systems	220.00	Service surveillance system
23291	4/11/2023	Garvey's Office Products	12.65	Copy paper
23292	4/11/2023	Ingram Library Services	2,908.95	Various
23293	4/11/2023	Klein, Thorpe & Jenkins, Ltd.	46.40	February legal
23294	4/11/2023	Midwest Tape	750.12	Digital subscriptions
23295	4/11/2023	Minuteman Press of Lyons	3,018.68	Spring newsletter
23296	4/11/2023	NICOR Gas	1,148.87	Gas bill
23297	4/11/2023	Village of Riverside	593.86	Water & sewer, January & February
23298	4/11/2023	Unique Management Services, Inc.	<u>78.80</u>	February placements
Report Total			<u>12,441.18</u>	

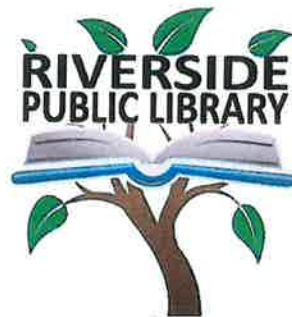
Riverside Public Library

FINANCIAL REPORTS

For 3 Months Ending

March 31, 2023

UNAUDITED



Riverside Public Library
Cash Balances
As of 03/31/2023

	Balance, <u>03/31/2023</u>
Consolidated Operating Funds:	
First American- Checking	57,943.07
First American- Payroll	<u>268.20</u>
Total First American accounts	58,211.27
 Riverside Bank savings	 1,201.16
 Illinois Funds	
General Fund	675,565.01
Audit Fund	1,998.57
IMRF Fund	12,770.99
FICA Fund	14,897.71
Unemployment Comp Fund	605.32
Capital Improvements Fund	42,425.69
Special Reserve Fund	6,550.61
Working Cash Fund	279,760.65
Library Bond Fund	<u>248,978.46</u>
Total Illinois Funds	1,283,553.01
 Total Operating Funds Cash Balances	 1,341,764.28
 Gift & Endowment Funds:	
Library Gift Fund	96,154.08
Batko Endowment Fund	6,017.25
Lower Level Renovation Fund	51,842.39
General Endowment Fund	10,095.65
Dardwin Fund	<u>17,917.84</u>
 Total Gift & Endowment Funds	 182,027.21
 Total Funds	 <u>1,523,791.49</u>

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 3/31/2023

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	705,837.62
1st American-Checking Account	38,656.16
1st American-Payroll Account	267.71
Riverside Bank savings account	1,201.16
Property Tax Receivable	37,152.27
Due from Other Funds	2,096.92
Due from Gift Fund	395.00
Due from other groups	(249.83)
Due from Friends of the Library	32.36
Staff Receivables	(83.40)
Fixed Assets	1,260,414.00
Amount Provided for Vacation	<u>23,590.00</u>
Total Assets	<u><u>2,069,309.97</u></u>
Liabilities	
Accounts Payable	12,441.18
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,446.35
IMRF Payable	(47.90)
Deferred Property Taxes	37,152.27
Accrued Payroll	18,548.84
Accrued Vacation Pay	23,590.00
Health Insurance Payable	(1,072.72)
Term Life Insurance Payable	(143.96)
Due to Other Funds	8,780.00
Due to Library Gift Fund	2,050.00
Due to Friends of the Library	80.00
Due to Historical Society	180.00
Investment in Fixed Assets	<u>1,260,414.00</u>
Total Liabilities	<u><u>1,363,357.49</u></u>
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	583,685.71
Restricted for Audit	(97.25)
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	<u>256.63</u>
Total Beginning Fund Balances	582,043.88
Excess Revenues/(Expenditures)	<u>123,908.60</u>
Total Fund Balances	<u><u>705,952.48</u></u>
Total Liabilities & Fund Balances	<u><u>2,069,309.97</u></u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 3/1/2023 Through 3/31/2023

	Current Period Actual	Current Year Actual-3 mos.ending 3/31/2023	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2021 Property tax revenue	8,687.44	314,991.36	1,259,965.00	(944,973.64)	(75.00)%
2022 Property Tax Revenue	291,495.10	291,495.10	0.00	291,495.10	0.00%
Lower Level Bond revenue	0.00	0.00	121,800.00	(121,800.00)	(100.00)%
Total Property Taxes	<u>300,182.54</u>	<u>606,486.46</u>	<u>1,381,765.00</u>	<u>(775,278.54)</u>	<u>(56.11)%</u>
Inter Government Funds	2,346.97	15,790.86	23,000.00	(7,209.14)	(31.34)%
Interest	1,904.45	5,605.18	1,250.00	4,355.18	348.41%
Fees for Services	1,608.69	3,356.57	4,988.00	(1,631.43)	(32.71)%
Misc Revenue					
CREATE revenue	0.00	0.00	5,000.00	(5,000.00)	(100.00)%
Other	13.75	184.09	550.00	(365.91)	(66.53)%
Total Misc Revenue	<u>13.75</u>	<u>184.09</u>	<u>5,550.00</u>	<u>(5,365.91)</u>	<u>(96.68)%</u>
Total Revenues	<u>306,056.40</u>	<u>631,423.16</u>	<u>1,416,553.00</u>	<u>(785,129.84)</u>	<u>(55.43)%</u>
Total Revenue	<u>306,056.40</u>	<u>631,423.16</u>	<u>1,416,553.00</u>	<u>(785,129.84)</u>	<u>(55.43)%</u>
Expenditures					
Personnel Services	100,604.08	231,793.07	912,800.00	681,006.93	74.61%
Supplies	2,363.19	4,695.26	20,450.00	15,754.74	77.04%
Contractual Services	5,804.01	20,587.51	102,500.00	81,912.49	79.91%
Adult Information Sources	2,878.03	7,669.17	42,500.00	34,830.83	81.95%
Electronic Resources	1,789.95	9,845.18	64,500.00	54,654.82	84.74%
CYS Information Sources	1,075.18	2,843.82	12,600.00	9,756.18	77.43%
Marketing/Public Relations	3,617.40	5,109.60	21,800.00	16,690.40	76.56%
Administration	995.73	29,597.34	209,350.00	179,752.66	85.86%
Technology	<u>3,380.02</u>	<u>8,247.45</u>	<u>21,000.00</u>	<u>12,752.55</u>	<u>60.73%</u>
Total Expenditures	<u>122,507.59</u>	<u>320,388.40</u>	<u>1,407,500.00</u>	<u>1,087,111.60</u>	<u>77.24%</u>
Miscellaneous Expenses					
Misc Expenses	0.00	42,095.98	0.00	(42,095.98)	0.00%
Total Miscellaneous Expenses	<u>0.00</u>	<u>42,095.98</u>	<u>0.00</u>	<u>(42,095.98)</u>	<u>0.00%</u>
Total Expenditures	<u>122,507.59</u>	<u>362,484.38</u>	<u>1,407,500.00</u>	<u>1,045,015.62</u>	<u>74.25%</u>
Excess Revenues(Expenditures)	<u>183,548.81</u>	<u>268,938.78</u>	<u>9,053.00</u>	<u>259,885.78</u>	

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 3/1/2023 Through 3/31/2023

	Current Period Actual	Current Year Actual 3 mos.ending 3/31/2023	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2021 Property tax revenue	8,687.44	314,991.36	1,259,965.00	(944,973.64)	(75.00)%
2022 Property Tax Revenue	291,495.10	291,495.10	0.00	291,495.10	0.00%
Lower Level Bond revenue	0.00	0.00	121,800.00	(121,800.00)	(100.00)%
Total Property Taxes	<u>300,182.54</u>	<u>606,486.46</u>	<u>1,381,765.00</u>	<u>(775,278.54)</u>	<u>(56.11)%</u>
Inter Government Funds					
Per capita state grants	0.00	0.00	13,000.00	(13,000.00)	(100.00)%
Corporate Replacement Taxes	2,346.97	15,790.86	10,000.00	5,790.86	57.91%
Total Inter Government Funds	<u>2,346.97</u>	<u>15,790.86</u>	<u>23,000.00</u>	<u>(7,209.14)</u>	<u>(31.34)%</u>
Interest on Operating Funds					
Interest-Illinois Funds	1,903.29	5,604.02	1,250.00	4,354.02	348.32%
Interest- Riverside Bank	1.16	1.16	0.00	1.16	0.00%
Total Interest on Operating Funds	<u>1,904.45</u>	<u>5,605.18</u>	<u>1,250.00</u>	<u>4,355.18</u>	<u>348.41%</u>
Fees & Services					
Fines	250.10	594.15	500.00	94.15	18.83%
Fax Fees	34.00	102.00	250.00	(148.00)	(59.20)%
Maker Space fees/Internet fees	0.00	0.00	3.00	(3.00)	(100.00)%
Printing Fees	332.52	904.35	1,200.00	(295.65)	(24.64)%
Book & Video Sales	852.07	1,544.07	2,500.00	(955.93)	(38.24)%
Adult Replacement Fees	0.00	0.00	100.00	(100.00)	(100.00)%
CYS Replacement Fees	92.00	139.00	200.00	(61.00)	(30.50)%
ILL Fees	43.00	43.00	35.00	8.00	22.86%
Lost Book Credit	5.00	5.00	100.00	(95.00)	(95.00)%
Meeting Room Charges	0.00	25.00	100.00	(75.00)	(75.00)%
Total Fees & Services	<u>1,608.69</u>	<u>3,356.57</u>	<u>4,988.00</u>	<u>(1,631.43)</u>	<u>(32.71)%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	13.75	82.10	200.00	(117.90)	(58.95)%
Memorial Book Donations	0.00	0.00	250.00	(250.00)	(100.00)%
Donations	0.00	101.99	100.00	1.99	1.99%
CREATE revenue	0.00	0.00	5,000.00	(5,000.00)	(100.00)%
Total Miscellaneous Revenue	<u>13.75</u>	<u>184.09</u>	<u>5,550.00</u>	<u>(5,365.91)</u>	<u>(96.68)%</u>
Total Revenues	<u>306,056.40</u>	<u>631,423.16</u>	<u>1,416,553.00</u>	<u>(785,129.84)</u>	<u>(55.43)%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 3/1/2023 Through 3/31/2023

	Current Period Actual	Current Year Actual-3 mos. ending 3/31/2023	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	86,132.82	195,038.94	756,400.00	561,361.06	74.21%
Health & Life Insurance	3,285.60	11,307.39	55,000.00	43,692.61	79.44%
Employer's Portion - IMRF	4,641.41	10,547.71	42,000.00	31,452.29	74.89%
Employer's Portion - FICA	6,325.80	14,305.92	58,000.00	43,694.08	75.33%
Unemployment Comp Expense	218.45	593.11	1,400.00	806.89	57.63%
Total Personnel Services	<u>100,604.08</u>	<u>231,793.07</u>	<u>912,800.00</u>	<u>681,006.93</u>	<u>74.61%</u>
Materials & Supplies					
Office Supplies	140.75	445.96	3,000.00	2,554.04	85.13%
Library Supplies	270.94	454.03	4,000.00	3,545.97	88.65%
CYS Supplies	3.99	11.48	600.00	588.52	98.09%
Info Services Supplies	0.00	0.00	350.00	350.00	100.00%
Building Maintenance Supplies	1,381.56	3,173.84	10,000.00	6,826.16	68.26%
Ink Cartridges	565.95	609.95	2,500.00	1,890.05	75.60%
Total Materials & Supplies	<u>2,363.19</u>	<u>4,695.26</u>	<u>20,450.00</u>	<u>15,754.74</u>	<u>77.04%</u>
Contractual Services					
Janitorial	1,948.00	5,844.00	28,000.00	22,156.00	79.13%
Water	593.86	989.86	2,500.00	1,510.14	60.41%
Gas	1,148.87	5,310.62	15,000.00	9,689.38	64.60%
Building Maintenance	558.28	3,471.41	30,000.00	26,528.59	88.43%
Small Equipment Maintenance	220.00	220.00	1,000.00	780.00	78.00%
Equipment Maintenance	785.00	2,569.41	12,000.00	9,430.59	78.59%
Furnishings & Equipment	0.00	0.00	5,000.00	5,000.00	100.00%
Copier Rental & Maintenance	550.00	2,182.21	9,000.00	6,817.79	75.75%
Total Contractual Services	<u>5,804.01</u>	<u>20,587.51</u>	<u>102,500.00</u>	<u>81,912.49</u>	<u>79.91%</u>
Electronic Resources					
On-line Data Bases	1,521.12	3,120.94	30,000.00	26,879.06	89.60%
SWAN Computer	0.00	5,917.75	27,000.00	21,082.25	78.08%
Internet Expense	233.85	701.55	3,000.00	2,298.45	76.61%
Patron Subscription services	34.98	104.94	4,500.00	4,395.06	97.67%
Total Electronic Resources	<u>1,789.95</u>	<u>9,845.18</u>	<u>64,500.00</u>	<u>54,654.82</u>	<u>84.74%</u>
Information Sources					
Books	1,331.14	3,574.71	20,500.00	16,925.29	82.56%
Standing Order Books	273.62	873.67	4,000.00	3,126.33	78.16%
Periodicals	1,050.92	2,573.13	8,500.00	5,926.87	69.73%
DVD	169.01	535.32	4,000.00	3,464.68	86.62%
Audio Books	53.34	53.34	500.00	446.66	89.33%
Library of Things expenses	0.00	27.80	0.00	(27.80)	0.00%
CREATE expenses	0.00	31.20	5,000.00	4,968.80	99.38%
Total Information Sources	<u>2,878.03</u>	<u>7,669.17</u>	<u>42,500.00</u>	<u>34,830.83</u>	<u>81.95%</u>
Children/Youth Services					
CYS Juvenile Books	304.92	718.00	4,000.00	3,282.00	82.05%
CYS Periodicals	0.00	349.99	250.00	(99.99)	(40.00)%
CYS Reference Books	0.00	0.00	1,500.00	1,500.00	100.00%
CYS Video Games	0.00	0.00	250.00	250.00	100.00%
CYS Young Adult	363.67	791.99	2,000.00	1,208.01	60.40%
CYS Board Books	18.62	28.22	0.00	(28.22)	0.00%
CYS Easy Books	387.97	805.92	3,000.00	2,194.08	73.14%
CYS Audio Books	0.00	0.00	200.00	200.00	100.00%
CYS Compact Discs	0.00	0.00	100.00	100.00	100.00%
CYS DVD	0.00	149.70	700.00	550.30	78.61%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 3/1/2023 Through 3/31/2023

	Current Period Actual	Current Year Actual-3 mos.ending 3/31/2023	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS Toys & Puzzles	0.00	0.00	100.00	100.00	100.00%
CYS Storytime Resources	0.00	0.00	100.00	100.00	100.00%
CYS Steam	0.00	0.00	400.00	400.00	100.00%
Total Children/Youth Services	1,075.18	2,843.82	12,600.00	9,756.18	77.43%
Marketing/Public Relations					
CYS Programming	0.00	125.49	300.00	174.51	58.17%
Adult Programming	598.72	1,471.46	4,000.00	2,528.54	63.21%
Library Programs	0.00	493.97	500.00	6.03	1.21%
Advertising Expenses	0.00	0.00	1,500.00	1,500.00	100.00%
Binding	0.00	0.00	500.00	500.00	100.00%
Newsletter Expense	3,018.68	3,018.68	15,000.00	11,981.32	79.88%
Total Marketing/Public Relations	3,617.40	5,109.60	21,800.00	16,690.40	76.56%
Administration					
Shipping Charges	39.21	126.56	450.00	323.44	71.88%
Legal Services	46.40	4,380.40	1,500.00	(2,880.40)	(192.03)%
Credit Bureau	78.80	87.75	600.00	512.25	85.38%
Telephone	568.09	1,756.03	9,000.00	7,243.97	80.49%
Postage	35.19	79.17	1,000.00	920.83	92.08%
Treasurer's Bond	0.00	0.00	500.00	500.00	100.00%
Liability Insurance	0.00	20,982.10	25,000.00	4,017.90	16.07%
Audit Fees	0.00	0.00	3,900.00	3,900.00	100.00%
Seminars,Conferences,Meetings	0.00	0.00	500.00	500.00	100.00%
Membership Dues	0.00	485.00	700.00	215.00	30.71%
Accounting Expenses	158.57	557.79	2,500.00	1,942.21	77.69%
Staff Development	10.11	907.58	2,000.00	1,092.42	54.62%
Bond repayment	0.00	0.00	121,800.00	121,800.00	100.00%
Credit Card/Bank Fees	43.17	75.67	900.00	824.33	91.59%
Miscellaneous Expense	16.19	36.19	8,000.00	7,963.81	99.55%
Board Expense	0.00	123.10	1,000.00	876.90	87.69%
Capital Expense	0.00	0.00	30,000.00	30,000.00	100.00%
Total Administration	995.73	29,597.34	209,350.00	179,752.66	85.86%
Technology					
Technology Supplies	65.49	412.52	1,000.00	587.48	58.75%
Computer Consultant	0.00	0.00	2,500.00	2,500.00	100.00%
Network Maintenance	0.00	1.99	2,500.00	2,498.01	99.92%
Computer Hardware & Equipment	0.00	683.84	6,000.00	5,316.16	88.60%
E-Library Subscription Svs	1,267.44	4,762.01	7,500.00	2,737.99	36.51%
Computer Software	2,047.09	2,387.09	1,500.00	(887.09)	(59.14)%
Total Technology	3,380.02	8,247.45	21,000.00	12,752.55	60.73%
Total Operating Expense	120,717.64	310,543.22	1,343,000.00	1,032,456.78	76.88%
Miscellaneous Expenses					
Lost ILL Expense	0.00	95.98	0.00	(95.98)	0.00%
Transfer to Other Funds	0.00	42,000.00	0.00	(42,000.00)	0.00%
Total Miscellaneous Expenses	0.00	42,095.98	0.00	(42,095.98)	0.00%
Total Budgeted Expenses	122,507.59	362,484.38	1,407,500.00	1,045,015.62	74.25%



1. Library Cards

Riverside Public Library cards will be issued to Riverside residents who provide proof of identity and eligibility. There is no minimum age for obtaining a card. However, the signature of a parent or legal guardian is required for all new applicants under the age of 18.

The Library will not issue cards or provide services to patrons who are known to have outstanding fines or other obligations at any library in Illinois.

Parents or guardians are responsible for any fines or charges on cards issued to their minor children.

Adults are responsible for their own cards as well as those of any minor children they have signed for and for all material borrowed with these cards.

Patrons should report lost or stolen cards immediately. Materials checked out on a card up to the time it is reported lost or stolen are the responsibility of the card holder. Patrons should also notify the library of any change in address, name, telephone number or email address.

The Library reserves the right to revoke or restrict the use of a patron's card if borrowing privileges or library policies are abused.

Patrons need to prove residency with a photo ID (state ID, license, or passport) and a current utility bill, bank statement, tax bill, lease or mortgage.

2. Eligibility – Without a Fee

A. Resident Cards

All legal residents of Riverside are eligible for full borrowing privileges, including interlibrary loan and reciprocal borrowing, without a fee. Cards are valid as long as a patron retains a Riverside address and the card is in active use. Cards that have not been used in two years will be deleted from the system.

B. Non-Resident Cards

Non-residents who own taxable property in Riverside are eligible to apply for a library card during the time of such ownership. A current tax bill must be presented at the time of the application.

Each owner or senior administrative officer of a firm, business, corporation, or local school located in Riverside is eligible to apply for a library card during the time such business or organizations is in active operation in Riverside. This privilege will only be extended to one person per organization.

These cards are valid as long as the business or organization remains in Riverside and as long as the property owner retains ownership of the property.

Village of Riverside employees requiring full library services for the performance of their job will be issued a card valid for 1 year that is renewable. Village employees include Village Administration, police, fire, public works and recreation departments. Only material relevant to work that is being performed as a Village employee can be circulated with this card.

3. Eligibility – With a Fee

A. Non-Resident Cards

Non-resident families may purchase a Riverside Library card for a fee based on their current tax bill or lease if they live in the Riverside School District and do not pay taxes to another area library. The applicant must show proof of residency and pay the applicable fee which is based on a formula established by the Illinois State Library. Only one card per household will be issued and it is valid for one year.

4. Lost, Stolen or Damaged Library Cards

Lost or stolen cards should be reported immediately. A patron block will be placed on the patron's card preventing further use. The block will only be removed when the card has been replaced or found and the patron has verified their identity. Materials checked out on a card up to the time it is reported lost or stolen are the responsibility of the card holder.

There is no charge for a lost or damaged card.

5. Reciprocal Borrowing

A. Reaching Across Illinois Library System [RAILS] (SWAN Patrons)

Patrons with a valid library card from a library in the Reaching Across Illinois Library System [RAILS] are entitled to many of the same privileges and services provided by the Riverside Public Library including system holds and limited use of Internet computers.

Reciprocal borrowing patrons must present their card or have a valid form of identification when checking out any material. They must have no outstanding fines or charges on their account. If there are any fines or charges in excess of their account limits, they must be paid before the card holder is eligible to check out material.

B. Reaching Across Illinois Library System [RAILS] (Non-SWAN Patrons)

Reciprocal borrowers from non-SWAN libraries (Elmhurst, Lisle, Orland Park and Green Hills) who have not used their card at a SWAN library must fill out a registration form, provide identification, and have a valid library card in good standing from their home library. A SWAN record will be created for the patron at the time of registration using their home library card. Cards are valid for 1 year and can be renewed at the Riverside Public Library or any other participating SWAN library.

C. Out of System Patrons

Reciprocal borrowers from out of system libraries in the State of Illinois,

including the Chicago Public Library System, who have not used their card at a SWAN library must fill out a registration form, provide identification, and have a valid library card in good standing from their home library. A SWAN record will be created for the patron at the time of registration using their home library card. Cards are valid for 1 year and can be renewed at the Riverside Public Library or any other participating SWAN library.

6. Confidentiality of Patron Records

As required by the Illinois Library Confidentiality of Records Act, the registration and circulation records of the library are confidential. Records will not be released to any individual or agency, except pursuant to a court order.

Because of their financial responsibility, parents and legal guardians may be informed of outstanding material or fines on their minor child's library card.

7. Circulation of Library Material

The library maintains a wide collection of materials in various formats. Generally, no limit is placed on the number of items borrowed per visit by Riverside residents with the exception of console games, preloaded digital media, and specific circulating equipment. Non-residents may have different restrictions placed on their cards. These limits are placed by the patron's home library and are to be strictly adhered to.

Riverside patrons are encouraged to have their library card at the time of checkout. However, their record can be looked up at checkout.

A. Loan Periods

Generally, library material may be borrowed for 3 weeks, with the following exceptions:

Adult Lucky Day Books and juvenile Learning Kits may be borrowed for 3 weeks only with no renewals.

Board games may be borrowed for 2 weeks.

Adult and Juvenile feature DVDs, Blu-Rays and juvenile console games may be borrowed for 1 week. Adult and Juvenile non-fiction and series DVDs or Blu-Rays may be borrowed for 3 weeks. There is a limit of 3 console games per library card.

Juvenile Holiday Books circulate for 1 week during the 6 weeks prior to the holiday in question. Only 5 books about that holiday may be borrowed per card.

Material from our Library of Things collection circulate for 1 week to Riverside residents only. Vacation

Interlibrary loan materials borrowed for Riverside Public Library patrons from other libraries are subject to all loan rules established by the Riverside Library. There is a limit of 20 requests for Riverside patrons and material may be picked up at a library of the patron's choosing. Non-residents may also request

material to be picked up anywhere but only system holds (SWAN) are placed by Riverside Library for non-residents. All interlibrary loans and reserves will be held at the Patron Services Desk for 7 days after the patron is notified.

Vacation loans of 4 or 6 weeks are available upon request for most material excluding DVDs and Blu-Rays.

Vacation loans for our Library of Things collection are available for 2 weeks. Continual vacation loans are not available.

Teachers who live or work in Riverside may borrow feature DVDs or Blu-Rays for 2 weeks and non-fiction DVDs and Blu-Rays for 4 weeks if it is for classroom use only.

Reference materials are not available for circulation and cannot be removed from the Library.

B. Renewals

Most material may be automatically renewed two times for a period of time equal to the original loan period. Material borrowed on vacation loan and material with a waiting list may not be renewed. Items borrowed on interlibrary loan will be renewed as permitted by the borrowing library. Material obtained outside of the RAILS (non-SWAN holds) can only be renewed in person. Material may be renewed in person, by phone, email, or via the Internet.

8. Overdue Library Material

A. Fines

Most material borrowed at the Riverside Library are fine free. Library of Things material and Library Kits are assessed at \$1.00 per day. Fines for these items will accumulate up to the cost of the item or to the equivalent amount charged for 42 days overdue. The library does not charge fines for days that the library is closed. Material returned to the Riverside Public Library, originally borrowed from another library, may or may not have a fine.

B. Grace Period

The Riverside Public Library does not have a grace period. Material returned to the Riverside Public Library, originally borrowed from another library, may or may not have a grace period.

C. Loss of Privileges

Patrons who owe fines in excess of \$10.00 or whose account has been forwarded to the collection agency, will be unable to borrow any material or use the library's Internet computers or Spot equipment until fines are paid or the material in question has been returned.

D. Collection Agency

Accounts that have material that is more than 60 days overdue may be forwarded to a collection agency. A \$15.00 fee will be assessed for any account sent to the collection agency. All library privileges will be suspended until the account is paid in full.

9. Lost and Damaged Material

Replacement fees are charged for materials that are lost or damaged. The cost of the material will be assessed. Patrons who have paid for lost material will not be reimbursed if the material is found and returned. Collection agency fees cannot be refunded.

Materials borrowed by Riverside Public Library patrons from another library on interlibrary loan or through reciprocal borrowing which are lost or damaged, must also be paid for. The cost of the material will be assessed. Material borrowed by other libraries' patrons is subject to the policies and procedures of the RAILS System.

10. Fees

Oversize books which have been clearly labeled are not to be returned in the Library's book drop. A \$5.00 charge will be assessed for any oversize material returned in that manner.

There is a \$5.00 charge for any interlibrary loans from any out of state sources. Material that is obtained from outside the United States may be subject to additional charges.

Updated & revised March 28, 2023

Reviewed & Approved by the Riverside Public Library Board of Trustees November 8, 2016

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March was a mix of regular programs with additional programs for the week of Spring Break! Also, in March, Francesca Perry completed her 75 hours for her LTA practicum. We loved having Francesca at the Library; she brought a lot of positive energy and enthusiasm to all she did.

Additionally, we had a wonderful display of Women’s History Month posters. The posters were the winners from the AAUW’s annual poster contest and were made by 4th graders at District 96 and St. Mary School. Janice, Diane, Nikki and I were honored to be judges again.

Plus, we currently have a display on Book Nooks created by students in Hauser’s Museumingeneering class. Thank you to David Hanke, Hauser teacher, and the Hauser students for sharing their creations.

Highlights

Spring Break Programs—We really tried to fill the week of Spring Break with programs. Our teen volunteer applications were also made available the week of spring break.

We had a Monday Minion Movie Marathon, where we showed *Minion/Despicable Me* movies all day in our Program Room. We also had a minion bookmark craft.

On Tuesday, we had a Family Nailed It! Challenge. We had first planned to present this program for Spring Break 2020, but that didn’t happen. This year, we were ready to try it again! Families enjoyed completing two challenges including decorating a cookie to look like a bird’s nest, and decorating a cupcake to look like a puppy.

On Thursday, Nikki hosted a drop-in friendship bracelet making workshop. Kids and adults enjoyed making bracelets and trying new patterns!

On Friday, we had Bingo, where kids and their adults played for fun prizes.

On Saturday, we had Family Storytime, which we moved to 11 am so that it didn’t have to compete with the Parks and Recreation Department’s Egg Hunt. It was one of our biggest turn outs yet, and Bridget said most did not come from the Egg Hunt. So we will consider moving Family Storytime to 11 am in the fall, as that time may be a better time for families.

Storytimes and Playtimes—Thank you to Anne, Bridget and Mandi for planning and presenting our storytimes this month. Also, a big thank you to Stephanie Roldan for presenting two yoga storytimes this month. Additionally, Anne presented storytimes to D96 and Francesca presented a storytime to RPC Preschool as part of her practicum.

After School Programming—Nikki presented two after school programs this month. At Crafternoon, teens painted shamrocks by rolling marbles. At STEAM Explorers, elementary school age children studied chromatography. They observed as black ink separated into other colors when water was applied to the ink on a coffee filter. We also had a really good turnout for Pokémon Meet Up.

CHILDREN & YOUTH SERVICES STATISTICS – March 2023

Reference questions asked	<u>239</u>
Informational questions asked	<u>305</u>

Program Name	Date	Attendance
RB Transitions Book Club	3/1/23	7 teens, 3 adults
Little Hands Playtime	3/3/23	8 kids, 6 adults
1 st Saturday Storytime	3/4/23	5 kids, 6 adults

CHILDREN & YOUTH SERVICES – March 2023 – Nora Durbin

Mini Movers Storytime (2 sessions)	3/6/23	16 kids, 18 adults
Little Hands Playtime	3/7/23	9 kids, 7 adults
Early Learners District 96 Storytime (4 sessions)	3/7/23	52 kids, 20 adults
RB Transitions Book Club	3/8/23	5 teens, 3 adults
Pokémon Club	3/9/23	11 kids, 3 adults
Friday Storytime (2 sessions)	3/10/23	7 kids, 5 adults
Family Playtime	3/11/23	15 kids, 10 adults
Take Home Craft	3/11-3/12	24 kids
Mini Movers Storytime (2 sessions)	3/13/23	6 kids, 6 adults
Little Hands Playtime	3/14/23	8 kids, 6 adults
Crafternoon	3/15/23	1 teen
RPC Storytime (2 sessions)	3/15/23	20 kids, 4 adults
RPC Library Visit	3/15/23	12 kids, 3 adults
RB Transitions Book Club	3/15/23	7 teens, 3 adults
Mini Movers Storytime (2 sessions)	3/20/23	16 kids, 14 adults
Little Hands Playtime	3/21/23	7 kids, 6 adults
RB Transitions Book Club	3/22/23	7 teens, 3 adults
STEAM Explorers	3/23/23	11 kids, 4 adult
Yoga Storytime (2 sessions)	3/24/23	18 kids, 13 adults
Legopalooza	3/25/23	5 kids, 3 adults
Monday Minion Movies	3/27/23	11 kids, 4 adults
Nailed It! Family Challenge	3/28/23	5 kids, 2 adults
Drop In Friendship Bracelets	3/30/23	7 kids, 5 adults
Bingo	3/31/23	9 kids, 6 adults
Minion Take Home Craft	3/27-3/31	40 kids
After School	22 days	742 kids and teens
Blue Board Question		80 kids and teens
Phone Charger Checkout		16 teens
Board Game Usage		50 games
Nintendo Switch Usage		32 teens

March 2023
Sharon Shroyer

Patron Services

I am starting to write up procedures for certain patron services tasks that staff asked for more guidance on during the evaluation process this past December. I will be doing this throughout the year. Sometimes it is just easier to be able to refer to some procedures when it is something that happens infrequently at the desk. Some of the procedures, however, will be new to staff since I used to handle these issues myself.

Computer Services

The move to the new email from GoDaddy's outdated email to the new Microsoft 365 email from GoDaddy, has been a bit rockier than they promised it would be. Our contacts and contact lists did not transfer over as they had promised. I went in manually and transferred everyone's contacts and contact lists. That took quite a big chunk of time to do. But by far, our biggest issue has been bounced emails. I have changed our DNS settings three times since the migration at the direction of our representative there. Each time has helped a bit but we are aiming at 100% since that is what we had before the migration.

As I mentioned in last month's report, I had ordered all the new computers for The Spot. Then in March, Dell cancelled the order for my PC and the two all-in-ones for The Spot. After that was straightened out and we received the equipment, they cancelled the other order for the ten laptops we were ordering. The equipment has now been re-ordered and we are just waiting for the 10 laptops to come in. Originally expected on April 5th, we now have an expected arrival date of April 21st.

I have configured the two new all-in-one computers for The Spot.

A new laptop was set up for Nikki, she had been using Mary Beltran's older laptop. This will be a nice change for her as it is considerably faster.

I also installed the new balcony printer, which will replace two older printers in that location.

March 2023 Information Services Update
Diane Silva

Seed Library and Riverside Community Garden partnership

The Riverside Community Garden led their annual seed swap and seed starting event this month. After the event I spoke with the Seed Library volunteers. Since October, over 300 seed packets have been taken by community members and the Garden is thrilled with the increase in visibility and traffic. As a result, the Seed Library will now be here year-round, rather than seasonally. During Summer there will be a second location at the Garden. We also expanded programming for this summer, co-sponsoring composting and gardening classes that will be held off site.

The Spot Update

The Spot will open for appointments and 3D print requests on April 10, with an Open House on April 17. Jordan Bravo, Nikki Duran, Janice and I spent the month putting final touches on policy, procedure, marketing, and roll out. We also met with Sharon for a review of computers and software needed for the space. We will have laptops and work stations available to support both appointments and small classes. Jordan and Nikki plan to kick off programming this summer. The team has worked really hard to get everything in place (including some impressive 3D printer repair by Nikki), but Jordan should be especially commended for his hard work. He wrote policy and procedures, learned equipment, and really poured his time and energy into making The Spot a success. The Library is lucky to have him.

Website Evaluation

The Management Team kicked off a review and update of the website. Our last content review was when the site was created. We have made changes with the renovation and COVID, but some areas are incomplete because there was so much uncertainty. The work will begin this in April.

Programming

Seed Swap – 32

Seed Starting – 24

Lyric Opera – 27

Drop In Tech Help – 4

Leslie Goddard as Julia Child (AAUW) - 34

Riverside History (Jim Petrzilka FLOS) – 67

Genealogy Club Speaker- 27

Create Craft: Yarn Birds 10

ILP Mary Roach – 11

Meditation (1 session) – 5

Riverside Reads Book Club – 15

Crafting Connections - 3

Knitting Club (2 session) – 12

Spice Kits – 60

Seed Packets Take/Leave - 27

Patron Interactions –We had 916 patron interactions by phone, email or in person.

Riverside Public Library
Miscellaneous Statistics - March 2023

	Mar-23	Mar-22	YTD 2023	YTD 2022
Reference Statistics				
Questions Asked - Adult	682	775	2267	2137
Questions Asked - Youth Services	544	332	1694	1121

Internet Usage - Adult	316	252	10633	680
- CYS	202	140	523	288
Total Usage	518	392	11156	968

Holdings				
Adult Titles Added	152	167	378	481
CYS Titles Added	185	167	318	357
Total Titles Added	337	334	696	838

Adult Titles Withdrawn	90	76	307	300
YS Titles Withdrawn	37	91	139	455
Total Titles Withdrawn	127	167	446	755

Total Holdings			63602	62705
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Adult Programs				
Number of Library Programs	17	40	43	55
Number of Community Programs	13	6	29	10
Library Program Attendance	330	227	869	386
Community Program Attendance	200	81	364	117
Total Adult Program Attendance	530	308	1233	503
Total Adult Take & Make Users	87	40	191	133

Children and Youth Services				
Children 0-11 Passive Programs	2	4	6	13
Children 0-11 Active Programs	30	35	98	51
YA 12-18 Passive Programs	1	2	8	4
YA 12-18 Active Programs	5	6	13	6
Number of Passive CYS Programs	3	6	14	17
Number of Active CYS Programs	35	41	111	57

Children Pass. Prog. Attendance	64	102	135	352
YA Passive Prog. Attendance	80	29	137	53
Children Active Prog. Attendance	409	494	1312	1468
YA Active Prog. Attendance	39	38	116	38
Total Passive Prog. Attendance	144	131	272	405
Total Active Prog. Attendance	448	532	1428	1506

New Library Cards Issued	44	61	136	149
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Library Attendance	7544	7303	21040	17536
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Faxes sent by Patrons	19	17	43	43
Notary Service	9	25	29	75

Checkouts	5205	5940	15522	16588
Renewals	3208	3849	9861	10425
Checkins	5951	7017	17232	18636

Total Circulation	14364	16806	42615	45649
Interlibrary Loans				
Loaned	1092	1017	3317	3146
Borrowed	1209	1826	3489	4333
Reciprocal Borrowing				
Loaned to Other Library Patrons	617	615	1636	1694
RPL Patrons Borrowing Elsewhere	1213	1044	3346	2903
Digital Resources				
Hoopla	326	358	1072	1067
Axis360	153	124	397	404
Libby (Digital Library of Illinois)	1170	1021	3472	2831
Flipster Downloads and Views	46	48	122	344
Web Site				
Total Hits	4554	3944	13488	11280
Wireless Statistics				
	1002	4058	2960	10186
Online Databases				
Ancestry.com				
Searches	776	357	3395	1882
Returns	1146	206	5862	1259
Encyclopaedia Britannica				
Sessions	44	64	119	76
Documents	44	72	119	84
Newsbank				
Searches	1	18	35	21

EBSCO Online Databases

Academic Search Premiere

Searches	33	9	138	13
Requests	33	9	138	12

Auto Repair Source

Searches	0	0	0	0
Results	0	0	0	0

Biography Reference Center

Searches	1	0	6	0
Requests	1	0	5	0

Business Source Premier

Searches	18	0	58	14
Results	18	0	58	14

Consumer Health Complete

Searches	0	0	1	0
Results	0	0	0	0

Consumers Reports

Sessions	9	10	14	19
Searches	121	143	224	263

History Reference Center

Searches	6	2	19	3
Results	6	2	19	3

Legal Information Ref. Center

Searches	0	0	0	0
Results	0	0	0	0

Literary Reference Center

Searches	24	5	131	5
Requests	24	5	131	5

Masterfile

Searches	41	8	115	8
Requests	41	8	115	8

Middle Search Plus

Search	4	0	11	0
Results	4	0	11	0

Newspaper Search Plus

Search	9	19	51	21
Results	9	19	51	21

Novelist

Searches	0	4	17	42
Requests	0	4	15	40

Points of View Ref. Center

Searches	44	1	165	1
Results	44	1	165	1

Primary Search

Searches	0	0	4	3
Results	0	0	4	0

Science Reference Center

Searches	1	2	32	21
Results	1	2	5	19

Small Business Center

Searches	0	0	2	0
Results	0	0	1	0

Additional Statistics

Newspaper Archives

Searches	12	73	54	73
Museum Passes Issued	11	11	27	15
Library of Things Equipment Kits	45	0	177	0
Create Collection Equipment	10	0	58	0
	3	0	7	0

Online Learning

Creative Bug Sessions	4	0	9	0
Total Viewed	4	0	5	0

Library Director's Report
March 2023



Administration

The Spring 2023 newsletter was written, printed, and distributed to residents this month. There is a new layout to the Annual Donors List to save space since we have so much news to include! Also, the In Recognition of the Life's list only includes the name of the person recognized, but not the title of the book that was selected. The SPOT has a great front page placement. We hope that it garners residents' attention and they come to the open house and start using the equipment!

Lisa Garay, our new Administrative Assistant, began in early March to receive training from Christine Lane. Christine did a great job trying to cover all the areas Lisa will need to know. Fortunately, I am familiar with Board tasks, the memorials, etc., so I can offer assistance as questions arise. Christine's last day was Thursday, March 23. Staff contributed money towards a going away gift for her and the Board/Library acknowledged Christine's retirement with two pieces from Higgins Glassware Studio. We wish the best for Christine in her new endeavor and thank her for ten years of service to the Library.

Staff In-Service was held on March 17. It was a very productive day for all involved. We were able to cover an overview of the Strategic Long Range Plan, refresher course on our Disaster/ Emergency procedures, trouble-shooting our new email provider and an introduction to The Spot! In addition to lunch from Sawmilly and delicious Garrett's popcorn courtesy of Patrick and Jen White, the staff was able to try out many of the items in the Library of Things, meet with their department and participate in the very popular annual White Elephant exchange. Thank you to the Board for approving the full day of In-Service which had 20 of our 24 employees in attendance. During the month, the entire staff was charged with completing the required annual Sexual Harassment training. The individualized training was provided through our LIRA membership. Completion certificates were placed in all personnel files.

The 2022 audit work took place this month. Thank you to Jane for providing all the necessary documentation requested. We will get the official report in May/June. Jane and I opened the board approved savings account at Riverside Bank. We now have a fee free financial institution for our coins.

Ongoing

The Management Team continued to meet on Thursdays at 10 am. The monthly Social Media meeting also took place.

Advocacy

The Friends of the Library met on March 21. At this meeting, the Friends approved a \$3000 donation to fund the Summer Reading Program this year. They also gave \$400 to fund a new Farmers' Market Library activity – the Book Farm. Books about Farmers' Markets, vegetables, fruits, farms, etc. will be purchased and made available for children to read while attending the Market. A blanket and tarp as well as coloring supplies will also be available. This read and relax area will be set up every week next to the Library's tent to encourage reading and creative endeavors. The very popular scavenger hunt will also continue this year. We are looking forward to an exciting summer.

Genealogy

The March 28 All in the Family Genealogy Club meeting was very successful. We had 26 people attend the hear the guest speaker Debra Dudek present on Irish, English and Scottish Genealogy.

Building Maintenance

Alarm Detection performed the annual inspection of our system. They provided the results to the Fire Department as is required.

John Holton from Holton Brothers reached out to me and said they are hoping for an April start date for our Masonry work. Fingers crossed.

The light bulbs were ordered and arrived. The bulb changing is scheduled for the second week in April.

One of the security cameras was not working, so we had Allen Goodcase out to fix it.

All of the safety maps, showing the routes to evacuate the building in an emergency have been laminated and placed throughout the building.

I am still waiting for our permit from the Village for the Patron Services lighting project.

Routine elevator maintenance occurred.

Clocks were moved an hour forward and had their batteries changed.

DISASTER/EMERGENCY PLAN



REVISED & REVIEWED APRIL MARCH 2023



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I. CONTACT LIST IN THE EVENT OF A DISASTER OR EMERGENCY

CONTACTS	OFFICE	PHONE	CELL
Janice Foley Library Director	x100		312-203-4256
Diane Silva Management Team	x121		630-750-6196
Nora Durbin Management Team	x126		708-207-0355
Sharon Shroyer Management Team	x122	708-484-2262	312-618-5579
Michael Marrs RPL Attorney			312-984-6419
Village of Riverside		708-447-2700	
Fire dept. (nonemergency)		708-447-2123	
Police dept. (nonemergency)		708-853-1384	
Public Works		708-442-3590	
Ken Circo Board President		708-925-3073	
Courtney Greve Hack Board Vice-President		708-692-7524	
Emily Wells LIRA (Client #005518)		630-285-3857	
RAILS		630-734-5000	

II. EVACUATION ROUTES

Evacuation Routes are posted in each area of the Library.

III. EMERGENCY SUMMARY PROCEDURES

A. Summary Procedures in Case of Loss of Electrical Power

1. Evacuate the building, using the public address system, while holding placard for hearing impaired. Check mezzanine, washrooms, storerooms, etc. to be sure no one is left behind. Note: the public address system has a 5 minute backup battery.

Loss of Power Announcement:

The Library has experienced a loss of electrical power. For your safety, all patrons must exit the building immediately. Please take your personal belongings with you as we are not sure how long the building will be closed.

- a. Special efforts should be made to assist handicapped persons to evacuate, including lower level exit on west side of building.
 - b. Do not use elevators.
 - c. Place emergency signs on all entrance doors.
 - d. Lock all exterior doors.
2. Fire alarm automatically activates due to loss of electrical power. Fire Department will inspect building.
 3. The phone system has a 12 hour backup and can be used for communication purposes. The HVAC system will automatically be disabled due to loss of electrical power. Check with the Village (708-447-2700) to see what information they may have regarding the outage. **Notify Com Ed (1-800-334-7661).**

4. Turn off power supply to all copiers, computers, printers and the cash register.
5. Staff members are to remain in the building until otherwise directed.
6. If the Library Director is not in the building, the manager or staff member in charge should inform the Library Director of the outage. The Library Director will give instructions on the action to take. If the power is off, or is expected to be off, for more than 45 minutes, the Library Director will contact the Board President. If the Board President is not available, another Board Officer will be contacted. In the event the Library Director cannot be contacted, the manager or staff member in charge will handle these procedures in her stead. Each incident of electrical power failure will be assessed based on its unique circumstances.

B. Summary Procedures in Case of Injury to Patrons or Staff

1. Try to avoid administering first aid yourself. Call the Fire Department at **911** ~~or 708-447-2123~~.
2. Notify the family of the injured person, especially if a child is involved, unless the Fire Department has already done so.
3. As soon as possible after the event, write down all pertinent details of the event including names and addresses of all involved. This incident report should be given to the Library Director for later reference, if necessary.

C. Summary Procedures in Case of Assault or Direct Threat

1. Hit the nearest panic button. They are located in the Patron Services area, the Library Director's office, and under the CYS desk. All three silent alarms are wired directly to the Police Department. If this is impossible, try to withdraw and have a colleague quietly call **911**.
2. As soon as possible after the event, write down all pertinent details of the event including identification of the perpetrators, if possible. This incident report should be given to the Library Director for later reference, if necessary.
3. To reset the silent alarm, call the Police Department's nonemergency number (708-853-1384) to report that you are doing so. Use the reset key from the key case in the Library Director's office. Turn the lock in the alarm until the white plastic button pops out. The police will tell you if the alarm has cleared and been reset.

D. Summary Procedures in Case of Tornado or Violent Storm

1. Make a Weather Emergency announcement using the public address system.

WEATHER EMERGENCY ANNOUNCEMENT:

An emergency weather warning has been issued. For your safety, please proceed to the ~~Storytime Room~~ on the lower level where a staff member will guide you to a safe location. A phone will be available for you to notify family members who may be concerned about your safety. If you choose not to seek shelter in the Storytime Room, you must exit the building. Thank you.

2. Move all staff and patrons, while holding placard for hearing impaired, to a safe location on the lower level without windows, such as the ~~Storytime Room~~ the Programming Room, Staff rooms, CYS office or Homer's room. Check mezzanine, washrooms, etc. to be sure everyone in the building proceeds to safety. We cannot force anyone to stay in the building, but we can insist that they move to a safe area if they stay in the building. Do not make anyone leave until it is safe, even if it is past closing time. If unattended children are present, make every effort to notify their families of their whereabouts.

3. Lock the front doors. Post a sign on the front door notifying the public that the Library is closed due to the weather emergency, and that they can find shelter at the fire and police stations. The police station vestibule is open 24 hours. All other functions of the Library cease until the "all clear" is given. Pre-made signs are located in the bottom desk drawer of the Patron Services desk.
4. ~~A Patron Services staff member must lock the cash register and, if time permits, turn off all computers before proceeding downstairs.~~
5. Notify the fire department (708-447-2123) that there are people in the library. They may be taking extra precautions you should know about.
6. ~~There is a portable radio in the Storytime Room. Turn radio to AM 78 (marked spot) for weather information.~~
7. A warning siren may be sounding outside. However, there will be no "all clear" sound. Remain in safety until the storm has passed or until you call the Police Department (708-853-1384) and Fire Department (708-447-2123).

E. Summary Procedures in Case of Fire

1. Call the Fire Department emergency number **911**.
2. Make the Fire Alarm announcement, using the public address system, to evacuate the building, while holding placard for hearing impaired. Check mezzanine, washrooms, storerooms, etc. to be sure no one is left behind.

FIRE ALARM ANNOUNCEMENT:

The fire alarm has been activated. Please exit the building immediately through the nearest marked exit. Do not use the elevator. Everyone should assemble across the street in Guthrie Park and wait for further instructions. Thank you.

- a. Special efforts should be made to assist handicapped persons to evacuate.
- b. Do not use the elevator.
- c. Use all exits including those on the lower level, with the back exit by the Community Room as the last choice due to access restriction.
3. Pull any red fire alarm as you leave the building. They are located throughout the building at each exit.
4. Fire extinguishers are located throughout the building. They should be used only if the fire is confined and you can do so without endangering yourself.
5. If time permits, close interior doors to prevent the spread of fire.
6. Outside, staff members should move people to Guthrie Park. Everyone should assemble there to make sure that all staff have evacuated.
7. If time permits, and the fire department allows, remove priority items from the building (see *list of Salvage Priorities*).
8. Notify everyone on the Emergency Contact List as soon as access to a telephone can be arranged.

9. Do not re-enter library until cleared to do so by emergency personnel.

F. Summary Procedures in Case of Flood

1. Locate and attempt to direct or stop the source of flooding (see *Equipment Malfunction Procedures*).
2. Turn off electricity at main disconnect (Room 103) if water level threatens to reach wall or floor outlets. To disconnect electricity to selected areas, use the circuit boxes in ~~Patron Services area and~~ Room 103.
3. Turn off main gas valve (Room 102) if water level threatens the hot water heater.
4. Get materials which may be damaged off the floor, if possible.
5. Notify everyone on the *Emergency Contact List*.
6. If time permits, and emergency personnel allows, remove priority items from affected areas (see *List of Salvage Priorities*).

G. Summary Procedures in Case of Active Shooter

In an active shooter situation, all involved persons should quickly determine the most reasonable way to protect their own lives. ~~If possible, an announcement should be made informing staff and patrons of danger.~~

~~ACTIVE SHOOTER EMERGENCY ANNOUNCEMENT:~~

~~The Library is being evacuated. Please exit the building through the nearest marked exit. Thank you.~~

When possible, provide the following information to law enforcement officers or 911 operators:

1. Location of the active shooter.
2. Number of shooters, if more than one.
3. Physical description of the shooter(s).
4. Number and type of weapons held by the shooter(s).
5. Number of potential victims at the location.

Recommended actions, in order, are:

1. **Evacuate:** If there is an accessible escape path, attempt to evacuate the premises.
 - a. Have an escape route and plan in mind.
 - b. Leave your belongings behind.
 - c. Help others escape, if possible.
 - d. Evacuate regardless of whether others agree to follow.
 - e. Warn individuals not to enter an area where the active shooter may be.
 - f. Prevent individuals from entering an ³⁴area where the active shooter may be.

- g. Do not attempt to move wounded people.
 - h. Keep your hands visible.
 - i. Follow the instructions of any police officers.
 - j. Call 911 when it is safe to do so.
2. **Hide out:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- a. The hiding place should be out of the active shooter's view.
 - b. The hiding place should not restrict options for movement.
 - c. The hiding place should provide protection if shots are fired, such as an office with a closed and locked door.
 - d. To prevent an active shooter from entering a hiding place:
 - i. Lock the door.
 - ii. Blockade the door with heavy furniture. This also provides additional protection.
 - iii. Close, cover, and move away from any windows.
 - e. If the active shooter is nearby, take the following actions:
 - i. Lock the door.
 - ii. Hide behind a large item (for example a cabinet or desk).
 - iii. Silence your cell phone and/or pager. (Even the vibrate setting can give away a hiding position.)
 - iv. Remain quiet.
3. **Take action:** As a last resort, and if your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.
- a. Act as aggressively as possible.
 - b. Improvise weapons and throw items.
 - c. Yell.
 - d. Commit to your actions.

After reaching a safe location or assembly point, all persons involved in the situation likely will be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.

H. Summary Procedures in Case of Pandemic

Level I: Precautionary Health Measures

1. **Cleaning & Supplies**

- a. Purchase additional cleaning and disease prevention supplies.
- b. Offer staff masks and gloves to be used if desired. As appropriate, recommend use by staff handling many materials.
- c. Perform additional routine cleaning, as needed, of all frequently touched surfaces in the Library such as workstations, countertops, and door knobs.
- d. Provide staff with disinfectant wipes for quick disinfection.
- e. Staff should contact contracted cleaning company if an area needs to be thoroughly cleaned. Cleaning company staff has access to medical-grade disinfectant.

2. **Work Adjustments**

- a. Authorities may request that persons returning from an infected area of the world not return to work for a period of time. Library employees are required to follow those recommendations. Absences for this purpose will be excused.
- b. Any employee presenting symptoms congruent with the outbreak will be asked to return home and/or refrain from coming to work.

3. **Communicate to the Public**

- a. Share official sources for health information with patrons.
- b. Recommend that patrons and staff with symptoms not enter the building.
- c. Promote healthy habits
- d. Promote online library services.

4. **Communicate to Staff**

- a. Share the Pandemic Response Summary Procedures.
- b. Encourage staff to receive appropriate vaccinations.
- c. Emphasize that staff should stay home when sick and follow respiratory etiquette and hand hygiene.
- d. Communicate any CDC reporting requirements.
- e. Advise traveling staff to check the CDC's *Travelers' Health Notices*.
- f. Promote healthy habits.

Level II: Moderated Services

In the event that an official source declares a pandemic, the Library will respond according to the official recommendations of the CDC, Cook County Health, or other appropriate public health authorities. The responses to the recommendations may include:

1. Service Adjustments

- a. Create social distancing.
- b. Limit the number of public seats,
- c. Limit the number of patrons in the library at one time.
- d. Alter work schedules so that fewer people are working in close proximity to one another.
- e. Reduce or suspend services. Public health authorities may advise that libraries and other gathering places minimize or entirely suspend situations where numerous individuals congregate in relatively confined spaces. In such cases, the Library Director may suspend some or all:
 - i. Library programming
 - ii. Public meeting room use
 - iii. Holds processing
- f. Review and prepare options for emergency library services as necessary.

2. Communicate to Public

- a. Continue messaging as in Level I. Messages should explicitly state that service reductions are being done to slow down disease transmission, not because of an abundance of sick staff.
- b. Post an alert on the website outlining adjustments to services. Adjust homepage to include pointers to official sources of info about the pandemic.
- c. Contact affected program registrants, meeting room users, study room reservations, etc. to notify of service adjustments.
- d. Remind public that no overdue fines means that they do not need to return items while they are not feeling well.

3. Communicate to Staff

- a. Library Director to monitor and coordinate response among authorities, schools villages, and library.
- b. Encourage staff to wear gloves and masks when handling materials.
- c. Review and adjust staff list to ensure information is current.

Level III: Temporary Closure

During the course of a pandemic, the Library Administrator may temporarily close the Library buildings under one or more of the following conditions:

- Public health authorities advise, request or order such a closure.
- District 96 or District 208 closes schools.
- Public visitation is too low to warrant keeping the buildings open.
- Staffing levels are too low to operate the Library.
- Any other conditions that prevent the Library from operating the facilities safely and effectively.

1. Service Adjustments

- a. Extend due dates, work with SWAN.
- b. Close drop boxes and post closed signs.
- c. Inform vendors and delivery services (UPS, FedEx, US Mail, etc.) that we are closed and not accepting deliveries.
- d. Notify RAILS, SWAN and RAILS Delivery Services.
- e. Notify after-hours cleaning company.
- f. Notify any vending or regular contract companies.

2. Work Adjustments

See *Emergency Closings and Employee Pay* section of Employee Handbook.

- a. Staff and volunteers are to refrain from reporting to work in person.
- b. Library Director and select management staff will continue to work remotely to coordinate response among staff and with Library Board of Trustees, and to monitor building and systems conditions.

3. Communicate to the Public

- a. Post an alert message on the website indicating that the Library is closed; homepage to include pointers to official sources for info about the pandemic.
- b. Post *Library Closed* sign on front door of the Library.
- c. Continue to share official sources for health information and library service updates with patrons via digital communications channels.

4. Communicate to Staff

- a. Library Director to continue to monitor and coordinate response among

authorities, schools, villages, and the Library.

FINAL CAVEAT: Should the situation call for a more nuanced response than is outlined here, the Library Director and Board may adjust the Library's response to meet emergent needs.

I. Other Emergency Public Address Announcements:

GENERAL EMERGENCY ANNOUNCEMENT:

The Library is being evacuated. Please exit the building through the nearest marked exit. Thank you.

LOCKDOWN ANNOUNCEMENT:

We have been asked by Village authorities to secure the building and allow no one to leave until it is safe. A phone will be available for you to notify family members who may be concerned about your safety. Further instructions will be given as necessary. Thank you.

IV. EQUIPMENT MALFUNCTION PROCEDURES

A. Air Conditioning/Heat

Roof outside the mezzanine

1. Shut off gas (Room 102) or electricity (Room 103) only if necessary. This will shut down heat, air conditioning, and/or washrooms.
2. Call HVAC contractor GT Mechanical (708-645-7400).

B. Water Heater

Room 103

1. Turn off the pilot light. Shut off main gas valve (Room 102) only if absolutely necessary as this will shut off the heat also.
2. Call Hannah Plumbing (630-964-4430).

C. Humidifiers

Women's washroom storage closet (Room 109)

Double-door closet across from elevator on lower level (Room 107)

1. Room 107 – hit *off* switch with heel of hand.
Room 109 – hit *off* switch with heel of hand.
2. Turn off main water valve (Room 102) only if absolutely necessary as this will shut off water to the public washrooms and all other water sources.
3. Call Hannah Plumbing if humidifiers are leaking (630-964-4430). Call HVAC contractor for permanent repair (GT Mechanical 708-645-7400).

D. Security Alarm/Fire Alarm/Panic Buttons

1. The **security alarm** is connected directly to the alarm company (ADS). If alarm sounds, enter code on keypad at front door; alarm should silence. ADS will call the police immediately. Call the police nonemergency number to report a false alarm (708-853-1384). If in doubt, let the police come and check the building. If equipment is broken, call ADS (630-844-6314).
2. The **fire alarm** is connected directly to the Fire Department. The location of fire is indicated

in a sealed box by the front door. The alarm is located in Room 103; it cannot be disarmed. If the system is malfunctioning, call ADS (630-844-6314).

3. **Panic buttons** are located at the front desk, CYS desk, and in the Library Director's office. The panic buttons are silent in the Library but they are directly connected to ADS who will contact the police immediately.

E. Gas Smells

Call **911** and ask that the gas detector be brought over. Evacuate the building if the odor is overwhelming. Have the fire department check the water heater (Room 103) and HVAC system (roof outside mezzanine).

F. Plumbing--Broken Pipes, Toilets

1. Turn off main water valve (Room 102) if the leak is very bad. Remember that this turns off all the water in the building.
2. Remove any materials from the area that could be damaged.
3. Call Hannah Plumbing (630-964-4430).

G. Telephones

1. If the phones stop working, check the electric panel next to the exit in Room 103. Check the phone fuse; replace if necessary.
2. If possible, determine if the problem is between the control box (located in Room 103) and the telephone. If so, call HBS (630-786-6010). ~~MIDCO (630-887-1800)~~. If the problem seems to be outside of the building call AT&T (800-288-2020).

~~3. If all else fails, go to the Village to call AT&T to see if there is a phone company problem.~~

V. LOCATIONS OF IN-HOUSE EMERGENCY EQUIPMENT AND SUPPLIES

Security alarm(s)	Near each exit
Cutoff switches and valves	
• Electric	Rm 103
• Gas	Rm 102
• Water	Rm 102 (main), Rm 103 (water heater)
Extension cords, heavy duty	Back Rm
Fire alarms	See attached diagram
Fire extinguishers	See attached diagram
First aid kit	Rm 105 (staff room), CYS desk, front desk
Flashlights	Rm 102, 105, 112, 201, 203, 213, CYS closet, CYS, IS, PS, front desk, mezzanine
Mops	Closet in women's washroom
Paper towels	Rm 102
Plastic sheeting	Rm 102
Plastic trash bags	Closet in men's washroom
Rubber gloves	Public meeting room (under sink)
Smoke alarms	See attached diagram
Transistor Radio	Storytime Rm
Sponges, pails, brooms	Closet in women's washroom Village of Riverside (708-447-2700)
Wet/dry vacuum	Rm 102
Water hoses	Rm 103 40

VI. OFF-SITE SERVICES TO BE CALLED IN THE EVENT OF AN EMERGENCY OF A DISASTER

SERVICE	NAME OF CONTACT	PHONE
Alarm Service	Alarm Detection Systems	630-844-6314
Security/Fire	Circuit #5-CSNC100294	
Ambulance	Chief Buckley	911
Disaster Services	American Red Cross	312-729-7522
Board Up Service	Chicago Board Up Service	800-403-3887
Electrician	Joe Novak (Novak LLC)	708-717-4060
Elevator Service	Colley Elevator Co.	630-766-7230
Fire Dept.	Chief Buckley	911
Fire Extinguishers	Frederiksen and Sons	630-595-9500
Handyman	Joe Novak	708-717-4060
HVAC	GT Mechanical	708-645-7400
Emergency Mgmt.	IL Emergency Management Agency	800-782-7860
Insurance	LIRA, Emily Wells (Client #005518)	630-285-3857
Janitorial Services	Coverall	630-969-4300
	Bullseye Cleaning Services	630-887-7550
Legal Advisor	Klein, Thorpe & Jenkins, Michael Marrs	312-984-6419
Locksmith	Fullmer Locksmith	708-442-0300
Plumber	Greg Hannah Plumbing	630-964-4430
Police Dept.	Chief Buckley	911
Public Address System	Allan Goodcase	708-442-8960
	Future Business Systems	708-485-8940
Replacement Windows	Colorsmith Stained Glass	708-447-8763
Roof	Renaissance Roofing	815-547-1725
Gas	Nicor Gas	888-642-6748
Electric	Commonwealth Edison	800-334-7661
Telephone	AT&T	800-288-2020
Telephone System	Heartland Business Systems	630-541-1865
Internet Provider	Comcast	800-266-2278

VII. PRIORITY SALVAGE LISTS

The following is a priority list, by location, for salvage should a disaster occur:

A. Library Director's Office

1. Bound minutes (in ~~bookcases-public meeting room, locked cabinets~~).
2. Current Board minutes and policy manual (credenza).
3. Personnel Files (~~behind Director's desk, 2-drawer files under north window~~). The Library Director ~~and bookkeeper has ve~~ keys ~~in her desk to this~~ drawer.

B. ~~Mezzanine~~

1. ~~Bookkeeper files backed up to the cloud~~ 41

~~2.—Administrative assistant files backed up to the cloud.~~

C.B. First Floor

1. Cash register or cash
2. Olmsted Rare Books (glass cases in Olmsted Area). The key to these cabinets is on a key ring at the IS desk.
3. Local History reference books (R 977.312 – R 977.312381)
4. Riverside Authors Collection (RA) - Quiet Reading Room

D.C. Lower Level

1. File cabinet with originals of some local history materials
2. LAN Server

~~3.—Friends of the Library files (Public Meeting Room)~~

~~4.3. Building plans (Room 102 - file cabinet under stairs)~~

VIII. UPKEEP CHECKLIST

A. Daily Procedures

Locks on doors and windows secure and all keys accounted for (Library Director maintains a log of key distribution). No pipes, faucets, toilets, or air-conditioning units leaking. Electrical equipment unplugged; no frayed wiring in evidence. No signs of structural damage.

B. Periodic Procedures

Emergency numbers posted by each phone	annually
Fire dept. inspection	annually
Fire extinguishers operable	annually
Flashlights placed in every department, checked and labeled	semi-annually
Smoke alarms operable	annually
Public address system operable	annually
Transistor radio operable	quarterly
Staff familiarized by tour with locations of fire extinguishers, flashlights, radio, storm shelter	annually
Fire drill	annually
Tornado drill	annually
Inventory	every 5 years
Insurance policy	annually

IX. DISASTER RECOVERY

If a disaster strikes when the building is occupied, your first concern should be for the safety of the individuals inside. Escape routes, alternate routes, and procedures for evacuating the building should be clear to all personnel and visitors. Practice drills should be conducted on a regular basis to eliminate panic during "the real thing."

Most disasters tend to occur when the building is unoccupied--during the early morning hours, on weekends, or during holiday closings. In the event of a major disaster, do not enter the building until it has been declared safe to do so by emergency personnel.

A. Assess the Damage

How much damage has occurred? What kind of damage is it (fire, smoke, soot, clean water, dirty water, other)? Is it confined to one area, or is the entire building damaged? How much of the collection has been affected? What types of materials have been damaged? Are the damaged items easily replaced, or are they irreplaceable? Can they be salvaged by an in-house recovery team, or will outside help be required?

Walk through the entire area and take extensive notes (use a pencil, as ink will run!). Photographs should be taken to document the damage. Contact the insurance carrier, and sources of supplies and services.

B. Activate the Emergency Calling Tree

Organize work crews and be sure their responsibilities are clearly defined. No salvage activity should begin until a plan of action has been determined by the team leader. Disaster and recovery areas should be accessible to the public. Frequent rest breaks should be provided for workers. Food and/or beverage should be available.

X. LIST OF ALL LOCATIONS WHERE THIS PLAN AND FOLLOW-UP REPORTS ARE ON FILE

A. In-House


1. Policy & Procedure Manual—Library Director's Office
2. Patron Services Procedure Manual
3. Administrative assistant's files
4. Patron Services files
5. Information Services desk
6. Information Services manager's files
7. Children & Youth Services manager's files
8. Technical Services manager's files
9. Bookkeeper's files
10. Y: drive

B. Off-Site

1. In the cloud



Library Board Memorandum

To: Board of Trustees
From: Janice Foley 
Date: March 22, 2023
Re: The Spot: A Place to Create Collection Policy

Attached is the new policy and waiver created by Jordan Bravo, The Spot coordinator, for use by the patrons. Jordan did an excellent job immersing himself in everything maker space to come up with this policy.

We are very excited to be able to roll out The Spot, knowing we are prepared for the use of the equipment, and that we will be able to successfully guide the patrons.

Thank you Jordan, Nikki and Diane for your roles in bringing a maker space to fruition in the Library.