

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, September 8, 2026 in the Foley Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:30 pm**
- II. Roll Call**
- III. Welcome Guests**
- IV. Public Comment**
- V. Approve Regular Meeting Minutes of August 11, 2026 – Action Item**
- VI. Review of August Bills—Action Item**
- VII. Review of August Financial Statements—Action Item**
- VIII. Committee Reports**
 - A. Finance – Nancy DeFauw**
 - B. Building & Grounds – Ken Circo and Tracy Bohrer**
 - C. Policy & Bylaws – Dan Loucks**
 - 1. Community Service Volunteer Policy – **Action Item**
 - 2. Travel Reimbursement Policy – **Action Item**
 - D. Technology – Mickey Novak**
 - E. Communications and Marketing – Courtney Greve Hack and Amy Bilow**
 - F. Capital Improvement Plan - Ken Circo and Tracy Bohrer**
- IX. Staff Reports**
 - A. Youth and Teen Services Manager—Nora Durbin**
 - B. Circulation Services & Computer Services Manager—Sharon Shroyer**
 - C. Information Services—Diane Silva**
 - D. Monthly Statistics**
- X. Director's Report—Janice Foley**
- XI. Unfinished Business**
- XII. A. 2027 Operating Budget – Action Item**
- XIII. New Business**
 - A. 2027 Holiday Closings – Action Item**
- XIV. Announcements**
- XV. Correspondence & FYIs**
- XVI. Executive Session**

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



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**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
August 11, 2026**

Held Tuesday, August 11, 2026 in the Foley Community Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:00 pm.

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

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

Absent: Mickey Novak, Trustee

Called to order at 7:03 pm by Ken Circo, President

Review of Regular Meeting Minutes - June

Nancy DeFauw moved, and Amy Bilow seconded, that the Board approve the minutes of the June 23, 2026 regular meeting.

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

Nays: None

Abstained: None

The motion passed.

Review of Current Bills - June

Courtney Greve Hack moved, and Dan Loucks seconded, that the Board approve accounts payable check numbers 24778 through 24807, including voided check number 24805, and the payment of payroll checks for department numbers 01 through 04, which includes payroll through June 27, 2026, in the total amount of \$82,988.97.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Current Bills - July

Courtney Greve Hack moved, and Tracy Bohrer seconded, that the Board approve accounts payable check numbers 24808 through 24852, including voided check number 24849, and the payment of payroll checks for department numbers 01 through 04, which includes payroll through July 25, 2026, in the total amount of \$122,455.89.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements - June

Courtney Greve Hack moved, and Tracy Bohrer seconded, that the Board approve the financial statements for June 30, 2026, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements - July

Courtney Greve Hack moved, and Dan Loucks seconded, that the Board approve the financial statements for July 31, 2026, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance Committee

We reviewed the preliminary budget for 2027. See below for Board discussion.

Building and Grounds Committee

Staff area renovations begin on Monday, August 17th. Ken will check in with Tim for an update on the exterior ramp project. The split HVAC units for the Terrace are on order. The Holton Brothers project parts are on order. Once they receive more information, they'll reach out to us with the schedule.

Policy and Bylaws Committee

Identity Protection Policy

Dan Loucks moved, and Nancy DeFauw seconded, that the Board approve the Identity Protection policy.

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

Nays: None

Abstained: None

The motion passed.

Privacy and Confidentiality Policy

Nancy DeFauw moved, and Dan Loucks seconded, that the Board approve the Privacy and Confidentiality policy.

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

Nays: None

Abstained: None

The motion passed.

Notary Service Policy

Dan Loucks moved, and Courtney Greve Hack seconded, that the Board approve the Notary Service policy.

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

Nays: None

Abstained: None

The motion passed.

Technology Committee

The committee reviewed the technology items included in the draft budget and provided input.

Communication and Marketing Committee

The committee reviewed the information that was included in the Fall newsletter. The Board discussed the project timeline of the exterior ramp project.

Capital Improvement Plan

The committee shared the draft capital improvement document with the Board.

Staff Reports

The Summer Reading Program is complete. We had lots of sign-ups, but not as many completions as last year. Fourteen RPL employees participated this year. The YTS teen volunteers were very helpful at the Farmer's market. The new short-throw projector had its inaugural run during the NASA program and was great. The staff transition resulting from Jordan's departure is going well. Josh Logan is helping with the SPOT and also staffing the IS desk.

Director's Report

The building permits for our current projects were approved quickly. The Friends bunco night was great. The Farmers' Market has had good attendance, but has also been inconsistent due to the unpredictable weather. Maureen's Dewey head was a hit in the Fourth of July parade, so much so that we're thinking of getting a Dewey costume. We'll be participating in the Back to School event in Guthrie Park.

We received feedback from the auditors regarding budgeting for the Illinois Funds. They would like us to have the budgeted amount to be spent each year approved by the Board. At the end of the year, the Board would need to approve the actual amount spent, if different from the budgeted amount.

Director Foley is working on the new trustee handbook and would like ideas for topics to include. So far, the Trustees have suggested a cheat sheet on Robert's Rules and more information on the Executive Session process.

New Business

RPL Strategic Plan 2026-2029

Courtney Greve Hack moved, and Amy Bilow seconded, the approval of the RPL Strategic Plan for 2026-2029.

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

Nays: None

Abstained: None

The motion passed.

2026 Tax Levy

Courtney Greve Hack moved, and Dan Loucks seconded, that the Board approve the 2026 Tax Levy.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Preliminary 2027 Operating Budget

The preliminary 2027 budget was discussed. The legal expense budget item was increased to \$7,000. One thousand dollars was moved from the miscellaneous line item. The technology line was increased to \$16,000 to cover the cost of a new server. Trustee Greve Hack asked if we had budgeted enough to cover salary increases and also encouraged staff to use the staff development funds. The Board will discuss further at the September meeting.

Staff Training - Request for late open on October 23

Courtney Greve Hack moved, and Dan Loucks seconded, the approval of the late Library opening on Friday, October 23 for staff training on the new library calendar.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Announcements

Please let Janice know if you would like tickets to the Person of the Year dinner. This year's honoree is Karen Layng. Ken and Nancy have responded so far.

Correspondence

The Board acknowledged the donation from the Riverside Junior Women's Charity.

Adjournment

Upon motion by Nancy DeFauw seconded by Dan Loucks, and passed unanimously, the meeting was adjourned at 8:01 pm.

President

Secretary

Riverside Public Library

CASH DISBURSEMENTS

AUGUST 2026

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR AUGUST 2026 ACCOUNTS PAYABLE
AND AUGUST PAYROLL = \$101,556.96**

**Riverside Public Library
Cash Balances
As of 8/31/2026**

	Balance, <u>7/31/2026</u>
Consolidated Operating Funds:	
First American- Checking	53,222.88
First American- Payroll	<u>268.21</u>
Total First American accounts	53,491.09
Illinois Funds	
Operating Fund	771,096.75
Capital Improvements Fund	644,057.25
Working Cash Fund	175,332.05
Library Bond Fund	<u>39,448.93</u>
Total Illinois Funds	1,629,934.98
Total Operating Funds Cash Balances	1,683,426.07
Gift & Endowment Funds:	
Gift and Donations Fund	212,642.66
Batko Endowment Fund	7,068.99
Youth and Technology Fund	57,202.27
Total Gift & Endowment Funds	276,913.92
Total Funds	<u>1,960,339.99</u>

The Riverside Public Library
Check/Voucher Register - A/P Checks
From 8/1/2026 Through 8/31/2026

Check Number	Check Date	Payee	Check Amount	Transaction Description
24853	8/5/2026	Colley Elevator Co.	240.00	Elevator Maintenance
24854	8/12/2026	Delta Dental Insurance Company	15.50	HMO Dental - August
24855	8/12/2026	Future Systems	75.00	Replace Sound System Battery
24856	8/12/2026	Klein, Thorpe & Jenkins, Ltd.	102.00	Legal Services
24857	8/12/2026	Lofton Landscaping Company	305.00	Mow, Trim, Weed
24858	8/12/2026	North Suburban Employee Benefit Coop	563.00	PPO Dental - July
24859	8/12/2026	North Suburban Employee Benefit Coop	7,593.00	PPO Medical - July
24860	8/12/2026	RAILS Library System	1,350.00	eRead Membership Fee - Palace Project
24861	8/12/2026	University of Illinois Extension	125.00	Wits Workout Facilitator Guide
24862	8/19/2026	Riverside Township Lions Club	304.00	Person of the Year Tickets
24863	8/20/2026	Dell Marketing L.P.	3,022.64	Dell Pro 16 Plus - 2
24864	8/20/2026	Delta Dental Insurance Company	15.50	HMO Dental - September
24865	8/20/2026	Delta Dental of Illinois- Vision	75.52	PPO and HMO Vision - August
24866	8/20/2026	GT Mechanical Projects & Design, Inc.	15,797.00	HVAC Renovation on Terrace
24867	8/20/2026	Business Card	3,304.78	Credit Card Purchases
24868	8/20/2026	NICOR Gas	442.52	Gas Bill
24869	8/20/2026	OverDrive, Inc	414.22	Ebooks and Audiobooks
24870	8/20/2026	Terminix Anderson	152.02	Service Maintenance
24871	8/25/2026	Blue Cross Blue Shield of Illinois	3,338.65	HMO Medical - September
24872	8/25/2026	Bob the Gutterman, LLC	500.00	Gutter and Downspout Cleaning
24873	8/25/2026	Colley Elevator Co.	240.00	Elevator Maintenance
24874	8/25/2026	KC Cleaning, Inc.	2,000.00	Janitorial Services
24875	8/25/2026	Minuteman Press of Lyons	3,083.56	Fall 2026 Newsletter
24876	8/25/2026	NCPERS Group Life Ins	32.00	Group Life Insurance - Forsyth & Silva - August
24877	8/25/2026	Madison National Life	31.41	Life Insurance - September
24878	8/26/2026	Village of Riverside	5,872.86	August 2026 IMRF
1742	8/28/2026	Administration	8,135.69	Group: 01
1743	8/28/2026	Information Services	10,648.24	Group: 02
1744	8/28/2026	Children & Youth Services	8,166.00	Group: 03
1745	8/28/2026	Patron Services	14,498.13	Group: 04
			<u>90,443.24</u>	
	8/14/2026	EFTPS - Employer Portion	2,087.61	
	8/28/2026	EFTPS - Employer Portion	2,076.76	
ACH00113	8/31/2026	Comcast Cable	238.81	High Speed Internet
ACH00114	8/31/2026	Comcast Cable	502.95	Phone Bill
ACH00115	8/31/2026	Leaf	<u>848.30</u>	Copier Rental
Report Total			<u>96,197.67</u>	

The Riverside Public Library
Check/Voucher Register - A/P Checks
From 9/8/2026 Through 9/8/2026

Check Number	Check Date	Payee	Check Amount	Transaction Description
24879	9/8/2026	Amazon Capital Seviles	1,052.79	Amazon Purchases
24880	9/8/2026	Cintas Corporation LOC. 769	1,396.83	Mats and Cleaning Supplies
24881	9/8/2026	Demco, Inc.	86.88	Colored Paper
24882	9/8/2026	Garvey's Office Products	54.99	Copy Paper
24883	9/8/2026	Ingram Library Services	1,912.46	Various Titles
24884	9/8/2026	Midwest Tape	<u>855.34</u>	Digital Subscriptions
Report Total			<u>5,359.29</u>	

Amazon Charges Summary
8/01/26 - 8/31/26

36.07	Building Maintenance
118.84	Books
221.95	Movies
204.03	Summer Reading
19.71	Friends of the Library
33.79	Memorials
101.02	SPOT
20.90	Office Supplies
29.83	YTS Games
37.91	YTS DVDS
42.98	YTS Programs
55.43	Advertising
81.99	Toner
49.69	Tech Supplies
(1.35)	Credit
1,052.79	Total

Riverside Public Library
List of credit card charges
Check dated 8/20/2026

59.00	Library Marketing	Stickers
16.00	Illinois Secretary of State	Notary Renewal
28.34	Netflix	Monthly Subscription
34.64	Hulu	Monthly Subscription
23.15	Five Below	Advertising Material
9.99	Cricut	Monthly Subscription
39.12	Sticky Brand	Stickers (This is being refunded next bill)
100.00	Illinois Library Association	Membership Renewal
1,080.00	Mobile Beacon	Device Renewals
32.07	USPS	Postage
779.88	Wallstreet Journal	Annual Subscripction
872.48	Chicago Sun Times	Annual Subscripction
74.57	Target	Summer Reading Snacks
88.98	Accucut	Youth and Teen STEM Materials
66.56	Domino's	Summer Reading Pizza

3,304.78

Riverside Public Library

FINANCIAL REPORTS

For 8 Months Ending

August 31, 2026

UNAUDITED



The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 8/31/2026

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	844,639.85
Ill Fund Prime-Special Reserve Fund	(0.01)
1st American-Checking Account	39,387.79
1st American-Payroll Account	268.20
Riverside Bank savings account	0.01
Illinois Fund- Library Bond Fund	(42,292.80)
Property Tax Receivable	(1,544,763.08)
Due from Other Funds	453.96
Due from other groups	520.19
Due from Friends of the Library	373.17
Staff Receivables	10.42
Due from Vlg of Riverside	1,773.00
Fixed Assets	2,100,381.00
Prepaid Expense	3,373.00
Total Assets	1,404,124.70
Liabilities	
Accounts Payable	5,359.29
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,018.06
IMRF Payable	(301.84)
Deferred Property Taxes	(1,544,763.53)
Accrued Payroll	6,245.84
Health Insurance Payable	8,675.27
Term Life Insurance Payable	(120.00)
Due to Other Funds	265.00
Due to Library Gift Fund	3,528.88
Due to Friends of the Library	35.00
Investment in Fixed Assets	2,100,381.00
Total Liabilities	580,262.40
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	1,189,832.23
Other	(1,398,146.43)
Total Excess Revenues/(Expenditures)	(208,314.20)
Total Fund Balances	823,862.30
Total Liabilities & Fund Balances	1,404,124.70

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 8/1/2026 Through 8/31/2026

	Current Period Actual	Current Year Actual 7 mos.ending 7/31/2026	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	12,258.17	1,189,832.23	1,313,900.00	(124,067.77)	(9.44)%
Lower Level Bond revenue	0.00	0.00	126,000.00	(126,000.00)	(100.00)%
Total Property Taxes	<u>12,258.17</u>	<u>1,581,482.80</u>	<u>1,439,900.00</u>	<u>141,582.80</u>	<u>9.83%</u>
Inter Government Funds					
Per capita state grants	15,806.60	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	<u>15,806.60</u>	<u>25,874.37</u>	<u>22,000.00</u>	<u>3,874.37</u>	<u>17.61%</u>
Interest on Operating Funds					
Interest-Illinois Funds	2,721.03	24,552.02	15,000.00	9,552.02	63.68%
Total Interest on Operating Funds	<u>2,721.03</u>	<u>24,552.02</u>	<u>15,000.00</u>	<u>9,552.02</u>	<u>63.68%</u>
Fees for Services					
Fines	279.00	1,930.11	700.00	1,230.11	175.73%
Fax Fees	0.00	150.20	0.00	150.20	0.00%
SPOT revenue/'internet fees'	10.00	10.00	50.00	(40.00)	(80.00)%
Printing Fees	435.12	3,300.55	1,700.00	1,600.55	94.15%
Book & Video Sales	507.00	3,780.29	3,000.00	780.29	26.01%
Adult Replacement Fees	154.00	381.39	100.00	281.39	281.39%
CYS Replacement Fees	21.00	112.99	100.00	12.99	12.99%
ILL Fees	0.00	136.00	50.00	86.00	172.00%
Lost Book Credit	0.00	31.00	100.00	(69.00)	(69.00)%
The SPOT revenue	22.50	222.50	0.00	222.50	0.00%
Meeting Room Charges	0.00	75.00	100.00	(25.00)	(25.00)%
Total Fees for Services	<u>1,428.62</u>	<u>10,130.03</u>	<u>5,900.00</u>	<u>4,230.03</u>	<u>71.70%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	83.85	813.07	200.00	613.07	306.54%
Donations	20.40	67.39	0.00	67.39	0.00%
Total Miscellaneous Revenue	<u>104.25</u>	<u>880.46</u>	<u>200.00</u>	<u>680.46</u>	<u>340.23%</u>
Total Revenues	<u>32,318.67</u>	<u>1,642,919.68</u>	<u>1,483,000.00</u>	<u>159,919.68</u>	<u>10.78%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 8/1/2026 Through 8/31/2026

	Current Period Actual	Current Year Actual- 7 mos.ending 7/31/2026	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	59,238.47	545,203.91	815,000.00	269,796.09	33.10%
Health & Life Insurance	7,787.95	58,344.31	80,000.00	21,655.69	27.07%
Employer's Portion - IMRF	3,625.59	34,128.36	50,000.00	15,871.64	31.74%
Employer's Portion - FICA	4,164.37	38,651.53	62,000.00	23,348.47	37.66%
Unemployment Comp Expense	34.58	756.13	1,800.00	1,043.87	57.99%
Total Personnel Services	74,850.96	677,084.24	1,008,800.00	331,715.76	32.88%
Supplies					
Office Supplies	75.89	1,159.81	3,000.00	1,840.19	61.34%
Library Supplies	86.88	758.41	3,500.00	2,741.59	78.33%
Building Maintenance Supplies	800.73	5,285.25	8,000.00	2,714.75	33.93%
Ink Cartridges	81.99	1,556.10	1,500.00	(56.10)	(3.74)%
Total Supplies	1,045.49	8,759.57	16,000.00	7,240.43	45.25%
Contractual Services					
Janitorial	2,000.00	16,000.00	32,000.00	16,000.00	50.00%
Water	0.00	1,967.41	5,000.00	3,032.59	60.65%
Gas	442.52	11,076.10	15,000.00	3,923.90	26.16%
Bldg Maint-Renovation Exp	0.00	21.50	0.00	(21.50)	0.00%
Building Maintenance	1,929.46	15,750.64	35,000.00	19,249.36	55.00%
Small Equipment Maintenance	75.00	75.00	1,000.00	925.00	92.50%
Equipment Maintenance	480.00	10,528.63	18,000.00	7,471.37	41.51%
Furnishings & Equipment	0.00	525.00	4,000.00	3,475.00	86.88%
Copier Rental & Maintenance	848.30	6,567.02	11,000.00	4,432.98	40.30%
Total Contractual Services	5,775.28	62,511.30	121,000.00	58,488.70	48.34%
Electronic Resources					
On-line Data Bases	2,205.34	16,278.36	34,000.00	17,721.64	52.12%
SWAN Computer	0.00	18,239.50	30,000.00	11,760.50	39.20%
Internet Expense	238.81	1,910.34	3,200.00	1,289.66	40.30%
Patron Subscription services	1,152.97	2,297.93	5,000.00	2,702.07	54.04%
Total Electronic Resources	3,597.12	38,726.13	72,200.00	33,473.87	46.36%
Information Services					
Books	1,033.79	12,235.95	19,500.00	7,264.05	37.25%
Standing Order Books	227.14	2,558.51	4,500.00	1,941.49	43.14%
Periodicals	1,652.36	4,591.87	10,000.00	5,408.13	54.08%
Videos	221.95	1,616.61	3,000.00	1,383.39	46.11%
Digital Material	414.22	2,107.44	2,000.00	(107.44)	(5.37)%
Library of Things expenses	0.00	130.65	500.00	369.35	73.87%
The SPOT expenses	101.02	492.45	950.00	457.55	48.16%
Total Information Services	3,650.48	23,733.48	40,450.00	16,716.52	41.33%
Children/Youth Services					
CYS Juvenile Books	294.88	3,575.02	5,000.00	1,424.98	28.50%
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	133.37	731.37	2,000.00	1,268.63	63.43%
CYS Easy Books	309.12	1,713.69	3,000.00	1,286.31	42.88%
CYS DVD	37.91	175.53	650.00	474.47	73.00%
CYS Toys & Puzzles	29.83	90.00	100.00	10.00	10.00%
CYS Storytime Resources	0.00	0.00	100.00	100.00	100.00%
CYS STEAM	88.98	198.80	300.00	101.20	33.73%
Total Children/Youth Services	894.09	6,484.41	12,000.00	5,515.59	45.96%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 8/1/2026 Through 8/31/2026

	Current Period Actual	Current Year Actual- 7 mos.ending 7/31/2026	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Marketing/Public Relations					
CYS Programming	42.98	343.77	1,000.00	656.23	65.62%
Adult Programming	125.00	2,617.50	4,800.00	2,182.50	45.47%
Library Programs	0.00	504.99	2,000.00	1,495.01	74.75%
Advertising Expenses	176.70	278.21	5,000.00	4,721.79	94.44%
Binding	0.00	0.00	200.00	200.00	100.00%
Newsletter Expense	3,083.56	12,526.63	18,000.00	5,473.37	30.41%
Total Marketing/Public Relations	3,428.24	16,271.10	31,000.00	14,728.90	47.51%
Administration					
Shipping Charges	31.65	443.77	700.00	256.23	36.60%
Legal Services	102.00	1,504.50	5,000.00	3,495.50	69.91%
Credit Bureau	0.00	472.80	800.00	327.20	40.90%
Telephone	502.95	4,286.42	10,000.00	5,713.58	57.14%
Postage	32.07	523.33	1,200.00	676.67	56.39%
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	116.00	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	55.44	834.55	700.00	(134.55)	(19.22)%
Miscellaneous Expense	0.00	1,091.20	10,000.00	8,908.80	89.09%
Board Expense	304.00	604.00	1,500.00	896.00	59.73%
Capital Expense	15,797.00	16,471.29	38,300.00	21,828.71	56.99%
Total Administration	16,941.11	69,532.69	246,400.00	176,867.31	71.78%
Technology					
Technology Supplies	49.69	300.40	900.00	599.60	66.62%
Computer Consultant	0.00	1,680.00	2,000.00	320.00	16.00%
Network Maintenance	0.00	1,039.94	2,000.00	960.06	48.00%
Computer Hardware & Equipment	3,022.64	3,022.64	6,000.00	2,977.36	49.62%
E-Library Subscription Svs	0.00	12,009.62	15,000.00	2,990.38	19.94%
Computer Software	0.00	263.87	2,000.00	1,736.13	86.81%
Total Technology	3,072.33	18,316.47	27,900.00	9,583.53	34.35%
Total Operating Expense	109,657.98	882,693.26	1,503,550.00	620,856.74	41.29%
Miscellaneous Expenses					
Lost ILL Expense	0.00	(197.17)	0.00	197.17	0.00%
Transfer to Other Funds	0.00	418,290.82	0.00	(418,290.82)	0.00%
Total Miscellaneous Expenses	0.00	418,093.65	0.00	(418,093.65)	0.00%
Total Budgeted Expenses	113,255.10	1,339,513.04	1,575,750.00	236,236.96	14.99%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 8/1/2026 Through 8/31/2026

	Current Period Actual	Current Year Actual-7 mos.ending 7/31/2026	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	12,258.17	1,189,832.23	1,313,900.00	(124,067.77)	(9.44)%
Lower Level Bond revenue	0.00	0.00	126,000.00	(126,000.00)	(100.00)%
Total Property Taxes	12,258.17	1,581,482.80	1,439,900.00	141,582.80	9.83%
Inter Government Funds	15,806.60	25,874.37	22,000.00	3,874.37	17.61%
Interest	2,721.03	24,552.02	15,000.00	9,552.02	63.68%
Fees for Services	1,428.62	10,130.03	5,900.00	4,230.03	71.70%
Misc Revenue	104.25	880.46	200.00	680.46	340.23%
Total Revenues	32,318.67	1,642,919.68	1,483,000.00	159,919.68	10.78%
Total Revenue	32,318.67	1,642,919.68	1,483,000.00	159,919.68	10.78%
Expenditures					
Personnel Services	74,850.96	677,084.24	1,008,800.00	331,715.76	32.88%
Supplies	1,045.49	8,759.57	16,000.00	7,240.43	45.25%
Contractual Services	5,775.28	62,511.30	121,000.00	58,488.70	48.34%
Information Services	3,650.48	23,733.48	40,450.00	16,716.52	41.33%
Electronic Resources	3,597.12	38,726.13	72,200.00	33,473.87	46.36%
Children/Youth Services	894.09	6,484.41	12,000.00	5,515.59	45.96%
Marketing/Public Relations	3,428.24	16,271.10	31,000.00	14,728.90	47.51%
Administration	16,941.11	69,532.69	246,400.00	176,867.31	71.78%
Technology	3,072.33	18,316.47	27,900.00	9,583.53	34.35%
Total Expenditures	113,255.10	921,419.39	1,575,750.00	654,330.61	41.53%
Miscellaneous Expenses					
Misc Expenses	0.00	418,093.65	0.00	(418,093.65)	0.00%
Total Miscellaneous Expenses	0.00	418,093.65	0.00	(418,093.65)	0.00%
Total Expenditures	113,255.10	1,339,513.04	1,575,750.00	236,236.96	14.99%
Excess Revenues(Expenditures)	(80,936.43)	303,406.64	(92,750.00)	396,156.64	



Community Service Volunteer Policy

~~December~~ September 20206

The Riverside Public Library offers Community Service opportunities to Riverside residents and students in Riverside schools, ~~depending on~~ the availability of appropriate tasks and ~~scheduling needs~~work schedules.

Individuals interested in Community Service at the Library must submit ~~All applicants must a~~ completed Community Service application ~~form~~. If a suitable assignment is available, ~~applicants an interview~~ will be required to participate in an interview as part of the application process, ~~before a Community Services opportunity can be found~~. Placement is contingent upon the successful completion of all application requirements and the availability of appropriate work assignments.

The Library ~~is unable to accept individuals who have been convicted of~~ ~~cannot offer~~ ~~Community Service assignments to persons who have committed~~ offenses including, but not limited to: theft, assault, arson, crimes against children, ~~or and crimes of a sexual~~ ~~offenses~~nature. Applicants must ~~consent agree~~ to a background check and/or verification of the ~~requirements and conditions terms~~ of their Community Service ~~obligation requirement~~.

Applications ~~should~~ must be submitted well in advance of any service completion deadline. Community Service assignments are generally scheduled for two (2) to six (6) hours per week at times ~~that meet the operational needs of~~ ~~convenient to~~ the Library.

~~For applicants In the case of minors~~ under the age of eighteen (18), a parent or guardian must also sign the Community Service Application.

Acceptance into the Community Service Program is not guaranteed. An assignment will be confirmed only after the application process, including any required interview, has been completed and an official placement has been offered by the Library. The Library reserves the right to terminate a Community Service assignment at any time for violations of Library policies, failure to comply with Library rules, unsatisfactory performance, or failure to adhere to the assigned work schedule.

~~A Community Service assignment is not guaranteed until the application process, including an interview, has been completed and an offer has been made by the Library. Community Service will be terminated if there is any violation of Library rules or if the applicant fails to adhere to the assigned schedule.~~

Approved by the Board of Trustees March 13, 2012

Reviewed and Approved by the Board of Trustees December 8, 2020

Reviewed and Approved by the Board of Trustees September 8, 2026



TRAVEL REIMBURSEMENT POLICY

September 2026

A RESOLUTION ADOPTING A TRAVEL REIMBURSEMENT POLICY IN ACCORDANCE WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT

WHEREAS, the Riverside Public Library is a non-home rule unit of local government ("Library"); and

WHEREAS, Public Act 099-0604, effective January 1, 2017, established the Local Government Travel Expense Control Act which requires all non-home units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal, and lodging expenses of officers and employees; and

WHEREAS, the Library Board of Trustees finds it to be in the best interest of the Library to adopt a policy in compliance with the new law;

NOW, THEREFORE, BE IT RESOLVED by the Riverside Public Library, as follows:

Section 1. The above recitals are incorporated into and made part of this Resolution.

Section 2. The Library Board of Trustees adopts the "Travel Reimbursement Policy" attached below.

Section 3. All ordinances, resolutions, and regulations in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 4. This Resolution is effective on and after November 8, 2016.

PASSED by the Riverside Public Library Board of Trustees, Cook County, Illinois, on November 8, 2016, reviewed and approved on September 8, 2026.

Ayes:

Nays:

Absent:

President

Secretary

Purpose

The Riverside Public Library ("Library") will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Library. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

Definitions

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and officers of the Library involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Authorized Types of Official Business

Travel, meal and lodging expenses will be reimbursed for employees and officers of the Library only for purposes of official business conducted on behalf of the Library. These include but are not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties. If you are unsure whether an expense is reimbursable, please contact the Library Director.

Categories of Expenses.

1. **Airfare** – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.
2. **Personal Automobiles** – Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.
3. **Automobile Rentals** – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer employees or officers traveling together and a full-size

vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

4. **Public Transportation** – In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.
5. **Other Transportation** – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.
6. **Hotel/Motel Accommodations** – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Library unless approved by a vote of the Library Board of Trustees.
7. **Meals** - Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred.

Prior approval by the Library's Board of Trustees and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.

8. **Vacation in Conjunction with Business Travel** – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.
9. **Accompanied Travel** – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Library.
10. **Parking** – Parking fees at a hotel/motel, conference center, or other site will be reimbursed only with a receipt.
11. **Entertainment Expenses** - No employee or officer of the Library shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

Approval of Expenses.

1. **Expenses for Members of the Library Board of Trustees.** Travel, meal, and lodging expenses incurred by any member of the Library Board of Trustees must be approved by roll call vote at an open meeting of the Library Board of Trustees.

2. **Expenses for Officials or Employees Other than Members of the Library Board of Trustees.** Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the Library Board of Trustees) in excess of the *[maximum dollar amount set by the Board or GSA rate or IRS rate]* must be previously approved in an open meeting by a majority roll-call vote of the Library Board of Trustees.
3. **Advanced Expenses.** Travel, meal, and lodging expenses advanced as a per diem to any employee or official of the Library must be approved by roll call vote at an open meeting of the Library Board of Trustees prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.
4. **Other Expenses.** All other expenses that do not fall within the parameters listed are subject to the Library Director's approval.

Documentation of Expenses.

Before an expense for travel, meals, or lodging may be approved under this Policy, the following minimum documentation must first be submitted, in writing, to the Library Director on a Travel, Meal, and Lodging Expense form:

1. an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt for the travel, meals, or lodging if expenses have already been incurred;
2. the name of the individual who received or is requesting the travel, meal, or lodging expense reimbursement;
3. the job title or office of the individual who received or is requesting the travel, meal, or lodging expense reimbursement; and
4. the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted in connection with this Policy are public records subject to disclosure under the Freedom of Information Act.

Travel, Meal, and Lodging Expense Report Form.

The Library hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Attachment 1.

Attachment 1

Riverside Public Library

TRAVEL, MEAL AND LODGING EXPENSE REIMBURSEMENT FORM

Name of Official or Employee: _____

Title/Position of Official or Employees: _____

Name and Date of the Activity/Event: _____

Check Number (if applicable): _____

Credit Card Receipt Number (if applicable): _____

Description of the purpose of the expense:

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable):

Mileage: _____

Meals: _____

Parking: _____

Hotel/Lodging: _____

Car rental: _____

Airfare: _____

Other Transportation (bus, train, taxi, car share, shuttle, etc): _____

Employee's/Officer's Signature: _____

Date: _____

Library Director's Authorization: _____

Date: _____

ATTACH ALL RECEIPTS

We shifted from summer mode, to project and back to school mode in YTS this month. Summer Reading officially ended. We had a great turn out this year. Out of 523 participants in the YTS SRP program, 252 finished the program. We are happy with this 48% finisher rate. Central School's PTO sponsored an after school donut giveaway for Central finishers. The number of Central students in our finishers list is more than double of any of the other elementary schools in D96. I want to say a big thank you to our staff and volunteers for all they do over the summer to make our program a success.

Highlights

Programming changes—You will notice a change in our programs during August and September. Because of the projects happening upstairs in staff areas, the programming rooms have been taken over for staff and storage space. While we are taking a bit of a break from scheduled programming, we are offering drop in and take home options like our Spot to Go craft, giant games, activity sheets and riddles.

Section changes – We also began a major project this month that I have been wanted to tackle for a while. Our series section is transitioning into our Bridge section. This new section will contain books that are the perfect bridge between our early readers section and the J fiction section. Some favorite series like the Magic Tree House and the Rainbow Fairies will remain in the Bridge section, while other more advanced series like the Warrior Cats and the 39 Clues will move to J fiction. Other J fiction books like the Mercy Watson books, will be moving from J fiction into the Bridge section. We have found for years that kids and caregivers were already using the series section as a type of step up from the early readers, and now we are just making it more of a clear and defined area for those ready for beginning chapter books. Thank you to Mandi for helping me in the early stages of this project.

Storytimes and Programs for Young Children—We had a few regular all ages storytimes earlier this month, in addition to our last Garden Storytime of the season and a Yoga Storytime. Thank you to Stephanie from the Treehouse for leading that program. Bridget also had a few meetings of our Tummy Time group. We also had our final Parks and Rec Summer Camp Storytime of the season.

Children's Activities— Mandi presented a shoe tying workshop to a packed room of kids. Fran lead the Book Nook Crew discussion of the popular book *Dog Man*. Mandi also presented a Snowing in Summer storytime where kids listened to stories outside, played with fake snow, and did a craft.

The SPOT programs for kids and families – We wrapped up our summer 3D printing drop in program this month. During the school year, we will be shifting to some 3D printing drop in on days off of school.

Mandi, Joshua and I planned and presented a Family Cookie Decorating program in The SPOT. What a fun, sugary, and messy event!

Teen Programs— Francesca's Art Lab focused on surrealism. Mandi's Young Entrepreneur's group had the opportunity to sell at the Farmer's Market this month. Our regular scavenger hunt took a break that week to focus on the sellers. Only two of the participants in the program were able to attend. They had great handmade items that they sold including: potholders, wooden coasters made using The SPOT's glowforge, laminated bookmarks, and custom bracelets made to order.

Back to School – RB, St. Mary's and District 96 are all back in session. Janice, Joshua and teen volunteers participated in the Parks and Rec Department's Back to School event. They ran a game and did a prize drawing. I participated in a Pop into School event at Ames and gave out pencils, stickers, bookmarks and program flyers. The RB Transitions group also visited for a library tour. Their book club will begin in September.

YOUTH & TEEN SERVICES – August 2026 – Nora Durbin

YOUTH & TEEN SERVICES STATISTICS – August 2026	
Reference questions asked	<u>200</u>
Informational questions asked	<u>215</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
8/3/2026	All Ages Storytime	13			11	
8/3/2026	Clay Day	6			4	
8/3-8/8	The SPOT to Go Craft					30
8/4/2026	Tummy Time	3			3	
8/4/2026	Bingo		5		4	
8/4/2026	Youth 3D Printing		15			
8/4/2026	The SPOT Open Hours				1	
8/5/2026	Little Hands Playtime	3			3	
8/5/2026	Farmer's Market					50
8/6/2026	Shoe Tying Workshop	14			6	
8/7/2026	Yoga Storytime	9			6	
8/7/2026	Art Lab			2		
8/7/2026	Parks & Rec Camp Storytime	12			2	
8/10-8/22	Giant Games					200
8/10/2026	All Ages Storytime	16			13	
8/10-8/15	The SPOT to Go Craft					32
8/11/2026	Tummy Time	1			2	
8/11/2026	Clay Day for Teens			4		
8/11/2026	Youth 3D Printing		15			
8/11/2026	The SPOT Open Hours				1	
8/12/2026	Little Hands Playtime	3			3	
8/12/2026	Farmer's Market					20
8/12/2026	Young Entrepreneurs @ Farmer's Market			2		
8/13/2026	Garden Storytime	1			1	
8/13/2026	Book Nook Crew		3			
8/13/2026	The SPOT: Family Cookie Decorating		8		6	
8/14/2026	All Ages Storytime	4			3	
8/14/2026	3D Print Drop In: Lizards					14
8/17-8/21	The Spot to Go Craft					28
8/17/2026	All Ages Storytime	15			12	
8/18/2026	Tummy Time	6			6	
8/18/2026	Youth 3D Printing		13			
8/19/2026	Farmer's Market					60
8/20/2026	Snowing in Summer	6			5	
8/21/2026	All Ages Storytime	7			5	

YOUTH & TEEN SERVICES – August 2026 – Nora Durbin

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
8/22/2026	Back to School Fair					128
8/22/2026	Back to School Fair Raffle					77
8/24-8/29	The Spot to Go Craft					32
8/25/2026	Youth 3D Printing		11			
8/26/2026	Ames Pop into School Event		75		45	
8/26/2026	RB Transitions Visit			12	4	
8/26/2026	Farmer's Market					52
5/26-8/26	YTS Summer Reading Participants					523
5/26-8/26	YTS Summer Reading Finishers					252
8/3/2026	The Spot Appointment: Button Maker				1	
8/4/2026	The Spot Appointment: Cricut				1	
8/5/2026	The Spot Appointment: 3D Printing				1	
8/6/2026	The Spot Appointment: Glowforge				1	
8/6/2026	The Spot Appointment: Glowforge				1	
8/7/2026	The Spot Appointment: Glowforge				1	
8/7/2026	The Spot Appointment: Button Maker				1	
8/10/2026	The Spot Appointment: Glowforge				1	
8/14/2026	The Spot Appointment: Embroidery				1	
8/28/2026	The Spot Appointment: Embroidery				1	
8/1-8/31	3D Print Requests				4	
After School (2 Days)		62				
Phone Charger Checkout		9				
Board Game Usage		50				
Nintendo Switch Usage		18				
Study Room Usage		37				

August 2026 Information Services Update

Diane Silva

Summer Reading Summary

We had 190 adults and teens register for summer reading and 53 finishers. Compared to 2025, our registrations are almost exact (191 in 2025) but this year's finishers are down (68 in 2025). Similarly, our annual Ravinia tickets were less popular this year. Who knows? The weather was terrible. Everyone is tired.

Our first staff SRP program was a great success with 14 staff members finishing. Josh was our big winner and elected the 4 extra hours of PTO as a prize.

Website Updates

Nora and I met this month and hashed out a new design for the YTS website. The new version will include more information about the collection and how to navigate it to develop reading skills. It will also include details about things to do at the Library.

Henry will be mocking up the new site while also making updates to integrate the new calendar.

We hope to have a demo of the new calendar integration ready for the October Board meeting.

Library Calendar Upgrade

LibraryMarket training was held for the small number of staff who will have access to create events and reservations. All November/December programming will be in the new calendar by mid-September.

Publisher Issues

Our aging software is starting to feel some strain. Recently, an update (most likely to the Dell BIOS) killed our ability to open large Publisher documents, specifically our newsletter. For our last distribution, Sharon reversed the update to allow us to complete the project. Auto-pushed updates, however, continue to recreate the problem. Instead of continuously pulling back potential security updates, I elected to switch our publishing platform to Affinity. Brent and I are pushing hard to learn the new program, and adapt where needed, to ensure that our holiday newsletter is on time.

Programming Highlights

Patron Interactions – We had 590 patron interactions this month.

Programming Statistics

Drop in Tech Help (1 sessions) – 2
Book Discussion – 7
Fairy Castle Craft - 13
Chess Club (4 sessions) – 38
Asahi (2 sessions) – 12
Mahjong (4 sessions) - 31
Medicare – 10

Meditation (2 session) – 15
Genealogy Club – 8
Wordsmith's Society – 4
Tech Help Appointment – 1
Passive
Seed Packets Take/Leave –

Circulation and Computer Services

August 2026

Sharon Shroyer

Circulation

In August, we welcomed Emma Yachnin as our new desk assistant in the Circulation Department. Emma is also going to be a teaching assistant in District 96, so evenings and weekends work well for her schedule. We are very happy to welcome her to the department.

Before moving the Library of Things out to their temporary home on the terrace, I did weed the collection of items that did not circulate. Any items that were in good shape, I gave to the Friends book sale.

SWAN has been talking about looking at new ILS systems. We have had the current software since April 2015. I am curious to see where this may go.

I had a non-responsive hotspot in August. I contacted Mobile Beacon and we determined that the sim card had gone bad. Mobile Beacon shipped out a newly configured sim card and the hotspot was up and running in just a few days. They are a lovely company to deal with and always try to make repairs and replacements as easy as possible.

We finally had everything in the department packed and Kate, Dana and I moved to our temporary home on the terrace. The views are spectacular, but the sun is an issue when working on a computer. It is exciting to see all the changes made. We have changed some procedures temporarily to help with workflow and most things seem to be working well.

Computer Services

With other staff moving around, I have networked them to closer printers for their convenience. We are using the printer at the YTS desk and the public copier.

I am trying to troubleshoot an issue that I have had with the two latest staff email accounts I have set up. The email is fine on a workstation, but setting it up correctly on a phone is the problem. It will not send out an authentication code out correctly. This is also causing me some issues with setting up a Microsoft account because of verification of the account. GoDaddy and I have been working through the issues step by step.

Library Director's Report
August 2026
Janice Foley

Administration

The Levy and Budget work continued this month. The 2026 Tax Levy was sent to the Village and they asked that we send the Operating Budget as soon as it is approved. Because they are in between Financial Managers, I think they are appreciative of us making an early submission. The employer's IMRF contribution rate decreased slightly this year. However, I received word from Jessica Frances, Village Manager, that our health insurance rates are increasing substantially. BCBS HMO will have a 15.1% increase, while the PP is increasing by 7%. Unfortunately, staff members receiving health insurance benefits will feel the sting in their paychecks since our salary increases cannot compete with these numbers.

Renovation work began on schedule and is going smoothly. Hallett came in first to do the box and equipment moving followed by the furniture demo and removal. A week later CSI came for a day to do any "demolition" that needed to be done. This consisted of taking the track off the floor in the Circulation Department and breaking apart of the vanity in the technical services area. On August 31, the carpet people came in to start the removal of the old flooring and prepping for the laying of the new. The openness of the Circulation area has caught patrons' attention. Many of them suggested we not block the windows with shelving. Unfortunately space limitations make that impossible.

Staff deserves a round of applause for their handling of the temporary moves and inconveniences. Information Services staff are in The SPOT and adjusting to their location. Circulation Services Manager Sharon Shroyer has made the Terrace a cozy office space. It may be hard to get those doing work there to return to the original space. I have been able to work in my office on a folding table and with equipment on carts. I will have to move when they work on the floor in my area. Youth and Teen Services graciously opened their staff office to Ashley which is appreciated. Diane and Lisa have primarily been working out of the Foley Community Room, but often are displaced when a meeting or program is scheduled there. It will definitely be worth it in the end.

The Library experienced a brown/black out on August 26. It was not weather related and we did not discover what caused it. With Ken's permission we closed the building at 5 pm after waiting the hour required time. It is my understanding that the electricity was restored around 6:30 pm. The outage caused our elevator area lights to burn out and threw our air conditioning into freeze mode. Belcore Electric determined that replacement of the LED fixtures was necessary. They came out Friday to install two of the lights and returned on August 31 to complete the other fixtures. After staff having to dress in warm clothing (including me), we contacted GT Mechanical. Tim came out quickly to look at the system. Whatever caused the outage threw the system off and all of the zones needed to be adjusted.

Community Outreach and Partnerships

The Library was in attendance at two Community events in August. Josh Logan and I were at the Back to School event on August 22. We had 128 kids/adults participate in the Dewey ring toss. We held a raffle for some giant school supplies which was also popular. On August 29, I was at the table with Friend of the Library volunteer Sarah Nielsen, at the Riverside Township Health and Wellness Fair in North Riverside. Attendance there was less, at 44, but those who came enjoyed picking out a 3D printer made emotional support friend!

Friends met on August 18. Their upcoming Bingo event was the main topic of conversation. They also mentioned that they ordered a tent so they could attend community events as well. They were represented at the Back to School Event hosting coloring bookmarks and a fun hatchet throwing game.

The Genealogy Club had nine members show up which is great for summer. Unfortunately our longtime volunteer Beverly Scheer's husband passed away this month. We purchased a book on German Genealogy in his memory.

Building and Grounds

Routine lawn care took place, as did elevator maintenance. The annual gutter cleaning was also completed.



Library Board Memorandum

To: Board of Trustees

From: Janice A. Foley, Library Director, Diane Silva, Assistant Director and Ashley Vimont, Financial Coordinator

Date: 9/3/2026

Re: Revised 2027 Operating Budget

Attached is the revised 2027 Operating Budget. The preliminary budget was included in the August Board Packet, and the only change to the budget at this time is in Legal Services.

I have also received the updated Health Insurance premium information. The Library pays 75% of the employee health insurance premiums. The HMO premium will increase by 7.1%, while the other plan will increase by 15.1%. Because we currently have one fewer full-time position that qualifies for health insurance coverage, the increase anticipated in the August budget was sufficient, and no adjustment to the overall personnel costs was necessary.

There may be some additional adjustments to the Technology categories as we finalize those figures. However, any changes would be within the existing budget and would not affect the overall budget total.

The Board will need to approve the 2027 Operating Budget at the October Board Meeting so that it can be forwarded to the Village Trustees for inclusion with the Village's Tax Levy and Operating Budgets.

If you have any questions or would like to discuss any portion of the budget, please do not hesitate to contact me.

Thank you.

RIVERSIDE PUBLIC LIBRARY
LIBRARY OPERATING FUND
OPERATING BUDGET 2027

	Actual 2025	Budgeted F/Y 2026	PROPOSED 2027 BUDGET						TOTAL FUNDS
			OPERATING FUND	AUDIT FUND	IMRF FUND	FICA FUND	UNEMPLOY COMP FUND	Bond Activity	
BEG FUND BAL (CASH RESERVE):									
ESTIMATED REVENUES:									
3100 TAXES									
3118-01-001 Property Tax-Operations	1,255,470.00	1,255,474							1,392,753
3118-01-007 Property Tax-Audit	4,500	5,000		5,000					5,000
3118-01-008 Property Tax-IMRF	47,421	50,000			52,000				52,000
3118-01-009 Property Tax-FICA	56,907	62,000				64,000			64,000
3118-01-011 Property Tax-Unemployment	812	1,800					1,600		1,600
3850-01 Bonds- referendum	123,000	126,000						123,900	123,900
TOTAL PROPERTY TAXES	1,488,110	1,500,274	1,392,753	5,000	52,000	64,000	1,600	123,900	1,639,253
3200 INTERGOVERNMENTAL									
3210 PerCapita State Grant	13,715	7,000	10,000						10,000
3220 Corp Replacement Tax	25,840	15,000	19,000						19,000
TOTAL INTERGOVERNMENTAL	39,554	22,000	29,000						29,000
3300 INTEREST									
3310 Interest on Investments	43,871	15,000	17,000						17,000
TOTAL INTEREST	43,871	15,000	17,000						17,000
3400 FEES & SERVICES									
3415 Fines & Fees	2,795	700	500						500
3420 Fax Fees	3								
3425 SPOT user fees	200	50	50						50
3430 Printing Fees	4,335	1,700	2,000						2,000
3435 Book and Video Sales	4,665	3,000	4,000						4,000
3495 Miscellaneous/Other	721	200	75						75
3535 Liability Insurance Refund									
3810 Donations	132		500						500
3801 Adult replacement fees	657	100	125						125
3802 CYS Replacement fees	289	100	100						100
3825 Meeting Room Rental	225	100	100						100
3816 ILL Fees	35	50	50						50
3817 Lost Book credit- ILL	478	100	100						100
TOTAL FEES & SERVICES	14,534	6,100	7,600						7,600
TOTAL REVENUES	1,584,069	1,543,374	1,446,353	5,000	52,000	64,000	1,600	123,900	1,692,853
TOTAL FUNDS AVAILABLE	1,584,069	1,543,374	1,446,353	5,000	52,000	64,000	1,600	123,900	1,692,853
ESTIMATED EXPENDITURES									
4410 PERSONNEL SERVICES									
4102 Regular Salaries	780,502	815,000	820,000						820,000
4130 Health & Life Insurance	73,115	80,000	85,000						85,000
4140 IMRF	47,421	50,000			52,000				52,000
4141 FICA	56,907	62,000				64,000			64,000
4142 Unemployment	812	1,800					1,600		1,600
TOTAL PERSONNEL SERVICES	958,757	1,008,800	905,000		52,000	64,000	1,600		1,022,600
4200 MATERIALS & SUPPLIES									
4201 Office Supplies	2,420	3,000	3,000						3,000
4202 Library Supplies	2,500	3,500	3,500						3,500
4241 Bldg Maint Supplies	8,386	8,000	10,000						10,000

	Actual 2025	Budgeted F/Y 2026	PROPOSED 2027 BUDGET						TOTAL FUNDS
			OPERATING FUND	AUDIT FUND	IMRF FUND	FICA FUND	UNEMPLOY COMP FUND	Bond Activity	
4902 Ink Cartridges	1,276	1,500	2,200						2,200
TOTAL MATERIALS & SUPPLIES	14,582	16,000	18,700						18,700
4300 CONTRACTUAL SERVICES									
4320 Janitorial	24,250	32,000	34,000						34,000
4324 Water	2,713	5,000	8,000						8,000
4326 Gas	9,963	15,000	17,000						17,000
4361 Building Maintenance	23,378	35,000	40,000						40,000
4362 Small Equip Maintenance	906	1,000	2,000						2,000
4363 Equipment Maint	16,769	18,000	20,000						20,000
4366 Other leased equipment	-	4,000	4,000						4,000
4364 Furnishings & Equipment	9,613	11,000	11,000						11,000
4365 Copy machine rental									
4368 Copy Machine Rent- Principal									
4369 Copy Machine Rent- Interest									
TOTAL CONTRACTUAL SERVICES	87,592	121,000	136,000						136,000
ELECTRONIC RESOURCES									
4411 Online databases	20,393	34,000	36,000						36,000
4915 SWAN Computer	23,633	30,000	32,000						32,000
4918 Internet Expense (Comcast)	3,126	3,200	3,200						3,200
4919 Patron Subscription Services	3,500	5,000	5,000						5,000
<i>* (Mobile Beacon, Hulu, Netflix, Nintendo, Cricut)</i>									
TOTAL ELECTRONIC RESOURCES	50,653	72,200	76,200						76,200
INFORMATION SOURCES									
4412 Fiction/Non-Fiction Books	17,714	19,500	21,000						21,000
4414 Standing Order Publications	3,762	4,500	4,500						4,500
4418 Periodicals	8,933	10,000	8,500						8,500
4420 DVD/Blu-Ray	2,602	3,000	3,000						3,000
4423 Digital Library	-	2,000	2,000						2,000
4442 Library of Things	325	500	500						500
TOTAL INFORMATION SOURCES	33,336	39,500	39,500						39,500
CHILDREN/YOUTH SERVICES									
4551 CYS Juvenile Books	3,582	5,000	5,000						5,000
4552 CYS Periodicals	-	150	-						-
4554 CYS Reference Books	-	400	-						-
4555 CYS Video Games	276	300	300						300
4556 CYS Young Adult	936	2,000	2,150						2,150
4558 CYS Board Books	-	-	-						-
4560 CYS Easy Books	2,607	3,000	3,500						3,500
4562 CYS Audio Books	-	-	-						-
4563 CYS Compact Discs	-	-	-						-
4565 CYS DVD	488	650	600						600
4566 CYS Toys & Puzzles	35	100	100						100
4567 CYS Storytime Resources	17	100	100						100
4568 CYS STEAM	455	300	300						300
TOTAL YOUTH SERVICES	8,395	12,000	12,050						12,050
MARKETING/PUBLIC RELATIONS									
4443 SPOT expenses	484	750	1,000						1,000
4509 CYS Programming	1,071	1,000	1,000						1,000
4609 IS Programming	5,084	5,000	5,000						5,000
4610 Library Programs (Swank & Museum pass)	485	2,000	2,000						2,000
4615 Advertising/Public Relations	448	5,000	4,500						4,500
4630 Binding	-	200	200						200
4648 PR Newsletters	15,757	18,000	20,000						20,000

TOTAL MARKETING/PUBLIC RELATIONS

ADMINISTRATION

Actual 2025	Budgeted F/Y 2026	OPERATING FUND	AUDIT FUND	IMRF FUND	FICA FUND	UNEMPLOY COMP FUND	Bond Activity	TOTAL FUNDS
23,327	31,950	33,700	-	-	-	-	-	33,700
4425	580	700						700
4703	8,103	7,000						7,000
4709	768	900						900
4711	5,837	11,000						11,000
4712	708	1,400						1,400
4732	500	500						500
4733	26,257	34,000						34,000
4737	4,240		5,000					5,000
4740	77	300						300
4744	170	1,500						1,500
4745	755	1,500						1,500
4746	2,668	7,000						7,000
4747	1,497	7,500						7,500
4794	334	700						700
4795	4,480	15,000						15,000
4798	529	2,000						2,000
4793	123,000	126,000					123,900	123,900
4799	-	38,300	45,000	5,000	-	-	-	45,000
TOTAL ADMINISTRATION COSTS	180,503	246,400	136,000	5,000	-	-	123,900	264,900

TOTAL ADMINISTRATION COSTS

4900 TECHNOLOGY

4901	734	900						900
4905	320	2,000						2,000
4910	100	2,000						2,000
4924	12,136	15,000						16,000
4920	3,886	6,000						6,000
4925	111	2,000						2,000
TOTAL TECHNOLOGY EXPENSES	17,286	27,900	42,900	-	-	-	-	42,900

TOTAL TECHNOLOGY EXPENSES

4808,4816,4817, 4999 OTHER MISC EXPENSES

TOTAL EXPENSES	1,374,451	1,575,750	1,400,050	5,000	52,000	64,000	1,600	123,900	1,646,550
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OPERATING BALANCE

211,618	(32,376)	46,303	-	-	-	-	-	46,303
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END FUND BAL (CASH RESERVES)

211,618	(32,376)	46,303	-	-	-	-	-	46,303
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Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 09/03/26
Re: Holiday Closings - 2027

The following 2027 holiday closings need to be considered and approved by the Board:

January 1, 2027 (Friday) – New Year’s Day*
March 28, 2027 (Sunday) – Easter
May 9, 2027 (Sunday) – Mother’s Day
May 31, 2027 (Monday) – Memorial Day*
July 3, 2027 (Saturday) – Concert in the Park*
July 5, 2027 (Sunday) – Independence Day (observed)*
September 6, 2027 (Monday) – Labor Day*
November 24, 2027 (Wednesday) – day before Thanksgiving, close at 5 pm
November 25, 2027 (Thursday) – Thanksgiving*
December 24, 2027 (Friday) – Christmas Eve*
December 25, 2027 (Saturday) – Christmas Day*
December 26, 2027 (Sunday) – day after Christmas*

* These nine days are paid holidays for full-time staff. Depending on the day of the week on which the holiday falls, alternate time off may need to be arranged in order to receive the holiday benefits. For all other holiday closings, staff must use personal or vacation time to get paid.