

INSTRUCTIONS-NEEWER 700W Light Kit

1. Remove the soft box umbrellas from the bag and push and fix the interior circles around the bulb holders.

2. Install the bulbs.

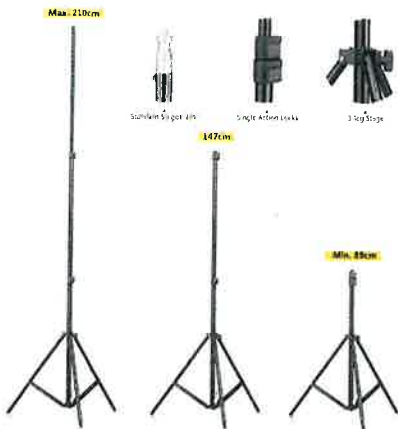


3. Attach the cover cloths to the soft boxes using the velcro strips.

4. Remove the lamp stands from the bag and open the tripod bases.

5. Fix the soft box knobs to the lighting stands.

6. Raise the stands to the desired height and plug in.



Safety Precautions:

- Never use in a wet environment
- BULBS ARE HOT
 - Wait until bulbs are cool before touching or removing them
- Do not touch the metal parts near the bulbs while in use.
- Do not let umbrella touch bulb while hot.

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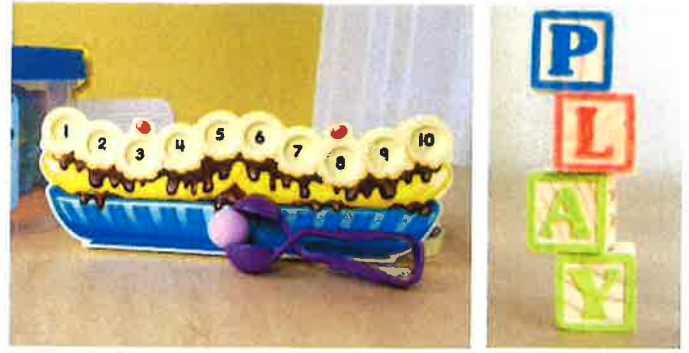


Create
BUILD
DISCOVER

NEW YEAR
NEW LEARNING

EARLY LEARNING KITS

*Play and learn
with our new kits
perfect for pre-K,
Kindergarten and
early elementary
skill building!*





Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 1/5/2022
Re: Staff Compensation During COVID-related Quarantines

We are updating our COVID protocol for employees based on new variants and guidelines from the CDC and IDPH. The one section for which we need input and approval from the Board concerns compensation for those who miss work because of a possible exposure or positive diagnosis. The Board will need to make a motion and approve any motion if they want to extend the Families First Coronavirus Response Act which the federal government ended in September 2021.

Things to consider, of course, include how many days an employee will be paid for time off for potential exposures (multiple episodes), whether there is a limit to the number of days in a quarantine period, whether working from home is a requirement for those who can who are in quarantine, and also, whether there is an end date for this temporary benefit. An additional factor to consider is that expansion of the Families First type benefits will allow staff with possible exposure to take precautions without fear of missing pay.

I appreciate your thoughtful consideration for this matter.

RIVERSIDE PUBLIC LIBRARY

Protocol for Employees Who Are Exposed, Experience Symptoms of, or Test Positive for COVID-19

According to the CDC: "For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated." Additionally, one has had close contact if:

- They live with someone who has tested positive for COVID-19.
- They care for someone who has tested positive for COVID-19.
- They have been in direct contact with secretions from a person with COVID-19, such as kissing, sharing utensils, or being coughed on.

Whether one was wearing a face covering does not affect the determination of close contact.

Under our social distancing precautions, workstations at the Riverside Public Library ("Library") are set up so that no employee works within close contact with any other employee, but this is not a guarantee as employees move to perform their jobs. The Library Board and Administration recommend that employees be very conscious of the social distancing recommendations.

If an employee has been exposed to someone who has tested positive for COVID-19 based on the above criteria:

The CDC recommends a quarantine period for anyone in the general public who is exposed to COVID-19. The CDC currently is not recommending a quarantine for exposed individuals who have been vaccinated and boosted as long as they mask. The Library is, however, recommending quarantine because we work so closely with the public. The Library requires that all staff quarantine for 5 days following exposure, regardless of vaccination status. A rapid test is required before returning back to work. If symptoms occur, individuals should follow the policy laid out below:

If an employee has symptoms that are on the CDC checklist, such as, fever, headache, loss of taste or smell, etc.:

- Employee should seek a medical diagnosis, either through a testing site and/or their primary care physician.
- Employee must not work inside the Library.
- Employee may work from home if feasible and approved by Administration.
- An employee may return to work inside the Library after presenting a negative molecular test and/or a release from a health care provider explaining an alternative reason for the symptoms.

If an employee tests positive for COVID-19:

- Employees who test positive for COVID-19 with symptoms may return to work after at least 10 days have passed since symptom onset and after at least 72 hours symptom free or with release from a doctor.

- Employees who test positive for COVID-19 but are asymptomatic may return to work after at least 10 days have passed since the date of the positive collection sample.
- All members of the staff will be notified that an employee has tested positive. The employee who tested positive will be questioned whether, in spite of the Library's social distancing precautions, close contact with any other employee(s) has inadvertently occurred. If so, the employee(s) who came into close contact with the infected employee will be notified and will be asked to quarantine.

Compensation during required Quarantine

To be completed after Board discussion.

POSSIBLE DRAFT
Riverside Public Library
Paid Sick Leave Policy Due to COVID-19
Employee Policy

Purpose

The purpose of this policy is to extend emergency paid sick leave due to COVID-19. This policy takes effect on January 1, 2022 and will expire on April 30, 2022. This policy will be reassessed quarterly OR terminated if it is determined by the Director and Board to not be necessary.

Employees who are seeking a leave for reasons outside of this policy may still be eligible under other leave policies such the Leave of Absence policy and/or the Personal/Unpaid Leave of Absence policy. Please refer to those policies for additional information.

This policy varies from the initial FFCRA (Family First Coronavirus Response Act) in that there are stipulations and limitations in place as the FFCRA expired on December 30, 2020. The Library is not under obligation to provide for paid leave, but values employee relationships and would like to mitigate the spread to other employees or patrons should an outbreak occur.

Eligibility

All employees unable to work due to one of the following reasons for leave:

1. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
2. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
3. The employee has tested positive for COVID-19.
4. The employee is caring for an individual who is subject to numbers 1 and 2 above.

General illness or concern of risks is not a qualifying factor for paid leave. Working during a pandemic, or with members of the public has inherent risks in a job of public service.

Amount and Reasons for Leave

All eligible Manager and Supervisor level employees will have up to 75 hours (or equal to two weeks of pay) of emergency paid sick leave available to use for the qualifying reasons above.

All part-time employees are entitled to the number of hours worked, on average, over a two-week period.

The return-to-work date will be set following the latest guidance from the CDC and IDPH, and utilizing COVID guidance documents. The amount of leave is a “not to exceed” amount, but the quarantine period may be modified according to the latest guidance. Each case may be specific to vaccination status, physical health or other factors. The Library Director is authorized to make specific decisions as to the length of leave granted.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to the Director as soon as practicable. The request must include: the employee's name; the date or dates for which leave is estimated; a statement of the COVID-19 related reason the employee is requesting leave; the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine; and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's relationship to the employee.

It is understandable that the leave time may vary according to health outcomes and status.

Carryover

Any unused emergency paid sick leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

Emergency paid sick leave for qualifying reasons related to COVID-19 must be taken in full shift increments. It cannot be taken intermittently if the leave is being taken because:

- the employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- the employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- the employee is caring for an individual who either is subject to a quarantine or isolation order related to COVID-19, or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- the employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

The only exception is that employees may take sick leave on a reduced schedule for the above reasons if they are able to and want to work from home, with the agreement of the Riverside Public Library.

Unless the employee is working from home, once the employee begins taking emergency paid sick leave for one or more of these qualifying reasons, the employee must continue to take emergency paid sick leave each day until the employee either (1) uses the full amount of emergency paid sick leave or (2) no longer has a qualifying reason for taking emergency paid sick leave (3) has followed the recommended or required quarantine period.

Job Protections

Employees who take emergency paid sick leave will not be retaliated against or discharged for doing so.

JAN 04 2022

Catherine A Griffin
156 Jane Court
Clarendon Hills, IL 60514
630.325.1606
crafty429@aol.com

To: Via Email

Via First Class Mail

Riverside Public Library

Re: Lorraine F. Kurtz Trust dated April 25, 2018 ("Trust")

Attached is the Final Accounting of the Trust Income and Expenses. Also included is the proposed distribution of the Trust assets.

If you approve of the accounting, please fill out and sign the Receipt, Approval of Accounting, Release of Trustee and Refunding Agreement enclosed and return to my attention.

Upon the receipt of all the signed Agreements, I will disburse the funds.

If you have any questions, please do not hesitate to ask.

Sincerely,



Catherine A Griffin, Trustee

Lorraine F. Kurtz Trust dated April 25, 2018

31 December 2021

Dear Riverside Public Library,

I love our library and the librarians who inhabit it when it is open.

Thank you for your efficiency, your creativity, your willing helpfulness — and more — friendliness, for instance.

I am sad when our librarians retire, but encourage when faces new to me come in to carry on the good work.

When I moved to Riverside in 2007, one of the very first items on my to-do list was to arrange for a library card. My daughter raved about the library, and she was right; there is much to rave about.

Use my little (long-overdue) gift where it might be needed. Thanks again, and Happy New Year!

Sincerely,

Elizabeth S. Musick