

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, March 11, 2025 in the Foley Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:30 pm**
- II. Roll Call**
- III. Welcome Guests**
- IV. Public Comment**
- V. Approve Minutes of February 11, 2024 – Action Item**
- VI. Review of February Bills—Action Item**
- VII. Review of February Financial Statements—Action Item**
- VIII. Committee Reports**
 - A. Finance – Jane Birmingham**
 - B. Building & Grounds – Ken Circo**
 - 1. Maintenance Checklist
 - C. Policy & Bylaws – Dan Loucks**
 - D. Technology – Nancy DeFauw and Michael Hagins**
 - E. Communications and Marketing – Courtney Greve Hack**
 - F. Reading Between the Wines – Nancy DeFauw and Courtney Greve Hack**
- IX. Staff Reports—February**
 - 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**
- XII. New Business**
 - A. Library Board of Trustees Bylaws – Action Item**
- XIII. Announcements**
- XIV. Correspondence & FYIs**
- XV. Executive Session**

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



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

Held Tuesday, February 11, 2025 in the Foley Community Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

In Attendance: Ken Circo, President; Courtney Greve Hack, Vice President
Christine Long, Secretary; Jane Birmingham, Treasurer; Michael Hagins, Trustee, Nancy DeFauw, Trustee; and Daniel Loucks, Trustee.

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

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

Review of Minutes

Dan Loucks moved, and Jane Birmingham seconded, that the Board approve the minutes of the January 14, 2025 regular meeting.

Ayes: Birmingham, DeFauw, Greve Hack, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Jane Birmingham moved, and Michael Hagins seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 24095 through 24122, check numbers 24132 through 24135 and check numbers 24037 through 24141 in the total amount of \$138,096.76, which includes payroll through January 31, 2025.

Roll Call Vote:

Ayes: Birmingham, DeFauw, Greve Hack, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Courtney Greve Hack moved, and Nancy DeFauw seconded, that the Board approve the financial statements for January 31, 2025, subject to audit.

Roll Call Vote:

Ayes: Birmingham, DeFauw, Greve Hack, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

Courtney Greve Hack moved, and Christine Long seconded, the transfer of \$25,000 from the Operating Fund to the Special Reserve Fund.

Roll Call Vote:

Ayes: Birmingham, DeFauw, Greve Hack, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Building and Grounds

The installation of the new carpet continues. The section around the Patron Services desk was completed during the staff in-service on January 17th.

The list of major building improvements and equipment replacements along with the contractor / vendor name and contact information is being updated.

We contacted an electrician regarding the first floor interior lighting survey. We are waiting to hear back from them.

Policy and Bylaws

The SPOT Policy Update

Courtney Greve Hack moved, and Dan Loucks seconded, that the Board approve the updates to The SPOT policy, including the replacement of "faultless in matters related to" with "harmless for any and all claims for".

Ayes: Birmingham, DeFauw, Greve Hack, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Assistant Director Silva answered the Board's questions regarding the policy updates. We will now be allowing anyone with a SWAN member library card to use the SPOT. Due to many factors, primary with low usage and staff resources, the SPOT will now be only offering 3D printing on the Toybox 3D printer. To access this printer, patrons must use approved designs that are available only through Toybox's website. These designs are less resource intense and therefore require much less staff time to print. This change will also address the issue we experienced last week with a patron attempting to use the printer for illegal purposes.

Confidentiality of Records / Patriot Act Policy Update

Courtney Greve Hack moved, and Dan Loucks seconded, that the Board approve the updates to the Confidentiality of Records / Patriot Act policy with the following edits suggested by Trustee Loucks. The proposed change of "court order" to "count issued warrant" should not be made. Move the first two sentences of section 3 (Employee Responsibility) to section 2 (Patron Access to Records).

Ayes: Birmingham, DeFauw, Greve Hack, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Reading Between the Wines

Trustee DeFauw gave a brief update on RBTW planning. We have sold 184 tickets to date. The sponsors have pledged \$2,600 to date. Both Director Foley and Peter Boutsikakis were interviewed by the Landmark. We will be selling raffle tickets for 2 baskets and also for a "Split the Pot" fundraiser. The Board is still deciding to whether to offer the "Welcome Pour" and if so how to fund it.

Staff Reports

President Circo commented on the MLK day story time. The Board notes that the Patron Services printer and receipt printers will need to be replaced soon. Trustee Greve Hack mentioned the newsletter style guide that Info Services is working on.

Director's Report

President Circo thanked Director Foley for her efforts to complete the IPLAR report. The kick-off event for the Village's 150th celebration, which was held here at the Library went very well, although it was very cold that evening. The staff in-service was well received. The white elephant gift exchange was a hit, as usual.

The Board further discussed the incident with the patron and the 3D printer. The staff has been informed of the incident and instructed to call 911 if the patron breaks their no trespass. The Board questioned whether the 3 month no trespassing at the Library was sufficient. The Board can extend the no trespass if needed.

New Business

IPLAR Report

Courtney Greve Hack moved, and Dan Loucks seconded, the approval of the Illinois Public Library Annual Report (IPLAR) with the correction of President Circo's telephone number.

Ayes: Birmingham, DeFauw, Greve Hack, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Masonry Quote

Nancy DeFauw moved, and Dan Loucks seconded, the approval of the Holton Brothers' quote for masonry repair on the East Elevation for \$23,700 and the East Chimney for \$12,860. This includes the prior edits to the contract requested by Trustee Loucks. The total of \$36,600 to be funded with the Working Cash Fund.

Roll Call Vote:

Ayes: Birmingham, DeFauw, Greve Hack, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed.

The Board discussed adding the Northeast Retaining Wall to this portion of the work. They also discussed developing a 2 or 3-year plan for completing the remaining items in the quote.

Announcements

The municipal elections are on April 1st. We will have three new Library Trustees. They will be sworn in before our May meeting. The terms of Trustees Birmingham, Hagins and Long will be ending. Their last meeting is in May, when they would attend the Sine Die meeting only, which takes place at the beginning of the Board meeting.

Adjournment

Upon motion by Courtney Greve Hack, seconded by Christine Long, and passed unanimously, the meeting was adjourned at 8:53 pm.

President

Secretary

Riverside Public Library

CASH DISBURSEMENTS

FEBRUARY - 2025

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR FEBRUARY 2025 ACCOUNTS PAYABLE
AND FEBRUARY 2025 PAYROLL = \$83,085.94**

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 2/1/2025 Through 2/28/2025

Check Number	Check Date	Payee	Check Amount	Transaction Description
24123	2/3/2025	5 Star Interpreting Chicago	180.00	Sign Language Interpretation
24124	2/3/2025	Colley Elevator Co.	240.00	Elevator Inspection
24125	2/3/2025	Demco, Inc.	330.16	Book Jackets
24126	2/3/2025	Garvey's Office Products	180.00	Garbage bags, paper, tissue
24127	2/3/2025	LACONI, Inc	150.00	Annual Library Membership
24128	2/3/2025	NCPERS Group Life Ins	32.00	Term Life - Forsyth & Silva
24129	2/3/2025	RAILS Library System	385.00	Swank Movie License
24130	2/3/2025	Village of Riverside	300.00	Alarm - 1st Quarter
24131	2/3/2025	SWAN	5,838.00	Quarterly Fees
24142	2/6/2025	Illinois Liquor Control Commission	25.00	State Liquor License - RBTW
24143	2/6/2025	Village of Riverside	102.12	IMRF January Adjustments
24144	2/12/2025	Buckledown Brewing	220.00	Brewery Tour for Riverside 150
24145	2/12/2025	Heartland Business Systems, LLC	280.00	Annual Service Agreement
24146	2/12/2025	John Kokoris	250.00	Looking for Mr. Lincoln Program
24147	2/12/2025	North Suburban Employee Benefit Coc	324.00	PPO Dental - January 2025
24148	2/12/2025	North Suburban Employee Benefit Coc	0.00	PPO Medical - January 2025
24149	2/18/2025	Business Card	1,968.76	Credit Card Purchases
24150	2/24/2025	NCPERS Group Life Ins	64.00	Term Life - Forsyth & Silva
24151	2/24/2025	Bullseye Cleaning Service, Inc.	1,120.00	Snow removal and shoveling - 4 days
24152	2/24/2025	Village of Riverside	6,019.43	February 2025 IMRF
24153	2/24/2025	Unique Management Services, Inc.	49.25	January Placements
24154	2/26/2025	KC Cleaning, Inc.	2,000.00	Janitorial Services
24155	2/26/2025	Madison National Life	32.19	Life Insurance - March 2025
24156	2/26/2025	Jane Wilhelm	75.00	Accounting services
24157	2/28/2025	North Suburban Employee Benefit Coc	3,924.84	PPO Medical - January 2025
24158	2/28/2025	Garvey's Office Products	48.50	Paper
24159	2/28/2025	Michelle Gibbons	400.00	Katharine Graham Program
1581	2/28/2025	Administration	8,593.25	Group: 01; Pay Date: 2/28/2025
1582	2/28/2025	Information Services	12,658.30	Group: 02; Pay Date: 2/28/2025
1583	2/28/2025	Children & Youth Services	8,460.31	Group: 03; Pay Date: 2/28/2025
1584	2/28/2025	Patron Services	<u>14,383.31</u>	Group: 04; Pay Date: 2/28/2025
			68,633.42	
	2/14/2025	EFTPS - Employer Portion	2,189.46	
	2/28/2025	EFTPS - Employer Portion	2,242.64	
ACH00052	2/28/2025	Comcast Cable	481.47	Phone Bill
ACH00053	2/28/2025	Comcast Cable	238.79	High Speed Internet
ACH00054	2/28/2025	Leaf	<u>789.70</u>	Copier Rental
Report Total			<u>74,575.48</u>	

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 3/11/2025 Through 3/11/2025

Check Number	Check Date	Payee	Check Amount	Transaction Description
24160	3/11/2025	Amazon Capital Sevices	1,308.23	Amazon Purchases
24161	3/11/2025	Cintas Corporation LOC. 769	1,439.35	Mats/cleaning supplies
24162	3/11/2025	Colley Elevator Co.	240.00	Elevator Inspection
24163	3/11/2025	Demco, Inc.	322.79	Book Ends and Color Coded Paper
24164	3/11/2025	Future Systems	250.00	Security cameras and emergency lights servicing
24165	3/11/2025	Ingram Library Services	1,849.31	10 titles
24166	3/11/2025	Midwest Tape	855.08	Digital Subscriptions - February 2025
24167	3/11/2025	NICOR Gas	<u>2,245.70</u>	Gas Bill
Report Total			<u>8,510.46</u>	

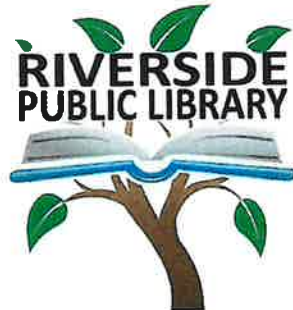
Riverside Public Library

FINANCIAL REPORTS

For 2 Month Ending

February 28, 2025

UNAUDITED



Riverside Public Library
Cash Balances
As of 2/28/2025

	Balance, <u>2/28/2025</u>
Consolidated Operating Funds:	
First American- Checking	51,810.89
First American- Payroll	<u>268.21</u>
Total First American accounts	52,079.10
Illinois Funds	
Tax/Reserve Fund	998,356.64
Capital Improvements Fund	49,019.19
Special Reserve Fund	53,827.79
Working Cash Fund	276,007.72
Library Bond Fund	<u>49,842.52</u>
Total Illinois Funds	1,427,053.86
Total Operating Funds Cash Balances	1,479,132.96
Gift & Endowment Funds:	
Library Gift Fund	139,300.34
Batko Endowment Fund	6,648.67
Lower Level Renovation Fund	57,232.84
General Endowment Fund	11,155.06
Darwin Fund	<u>18,183.20</u>
Total Gift & Endowment Funds	232,520.11
Total Funds	<u>1,711,653.07</u>

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 2/28/2025

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	998,356.64
Ill Fund Prime-Special Reserve Fund	(0.01)
1st American-Checking Account	42,104.70
1st American-Payroll Account	268.20
Riverside Bank savings account	0.01
Illinois Fund- Library Bond Fund	(42,292.80)
Property Tax Receivable	(177,896.10)
Due from Other Funds	2,226.26
Due from other groups	547.53
Due from Friends of the Library	455.30
Staff Receivables	(62.49)
Fixed Assets	2,100,381.00
Total Assets	2,924,088.24
Liabilities	
Accounts Payable	8,510.46
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,370.97
IMRF Payable	(301.82)
Deferred Property Taxes	(177,896.55)
Accrued Payroll	18,548.84
Health Insurance Payable	(590.54)
Term Life Insurance Payable	(155.40)
Due to Other Funds	11,880.27
Due to Library Gift Fund	260.80
Due to Friends of the Library	114.00
Due to Olmsted Society	20.00
Due to Historical Society	611.50
Due to Preservation Commission	3.00
Investment in Fixed Assets	2,100,381.00
Total Liabilities	1,962,695.96
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	1,029,463.33
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	1,031,421.50
Excess Revenues/(Expenditures)	(70,029.22)
Total Fund Balances	961,392.28
Total Liabilities & Fund Balances	2,924,088.24

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 2/1/2025 Through 2/28/2025

	Current Period Actual	Current Year Actual-2 mos. ending 2/28/2025	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2023 Property Tax revenue	196,362.58	201,063.55	1,438,045.00	(1,236,981.45)	(86.02)%
Total Property Taxes	196,362.58	201,063.55	1,438,045.00	(1,236,981.45)	(86.02)%
Inter Government Funds	584.62	1,169.24	25,000.00	(23,830.76)	(95.32)%
Interest	2,989.14	6,730.91	9,000.00	(2,269.09)	(25.21)%
Fees for Services	1,014.49	2,189.74	6,830.00	(4,640.26)	(67.94)%
Misc Revenue	39.05	87.35	200.00	(112.65)	(56.33)%
Total Revenues	<u>200,989.88</u>	<u>211,240.79</u>	<u>1,479,075.00</u>	<u>(1,267,834.21)</u>	<u>(85.72)%</u>
Total Revenue	<u>200,989.88</u>	<u>211,240.79</u>	<u>1,479,075.00</u>	<u>(1,267,834.21)</u>	<u>(85.72)%</u>
Expenditures					
Personnel Services	72,069.77	182,137.85	985,500.00	803,362.15	81.52%
Supplies	2,422.17	4,157.34	18,500.00	14,342.66	77.53%
Contractual Services	11,815.91	17,563.72	113,000.00	95,436.28	84.46%
Information Services	4,200.75	6,270.68	37,000.00	30,729.32	83.05%
Electronic Resources	7,839.33	8,986.67	67,600.00	58,613.33	86.71%
Children/Youth Services	1,050.00	1,476.05	12,650.00	11,173.95	88.33%
Marketing/Public Relations	1,758.22	5,745.73	25,500.00	19,754.27	77.47%
Administration	8,609.01	29,058.69	196,100.00	167,041.31	85.18%
Technology	111.49	1,058.58	22,500.00	21,441.42	95.30%
Total Expenditures	<u>109,876.65</u>	<u>256,455.31</u>	<u>1,478,350.00</u>	<u>1,221,894.69</u>	<u>82.65%</u>
Miscellaneous Expenses					
Misc Expenses	24,799.71	24,799.71	0.00	(24,799.71)	0.00%
Total Miscellaneous Expenses	<u>24,799.71</u>	<u>24,799.71</u>	<u>0.00</u>	<u>(24,799.71)</u>	<u>0.00%</u>
Total Expenditures	<u>134,676.36</u>	<u>281,255.02</u>	<u>1,478,350.00</u>	<u>1,197,094.98</u>	<u>80.98%</u>
Excess Revenues(Expenditures)	<u>66,313.52</u>	<u>(70,014.23)</u>	<u>725.00</u>	<u>(70,739.23)</u>	

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 2/1/2025 Through 2/28/2025

	Current Period Actual	Current Year Actual 2 mos.ending 2/28/2025	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2023 Property Tax revenue	196,362.58	201,063.55	0.00	201,063.55	0.00%
2024 Property Tax Revenue	0.00	0.00	1,369,986.00	(1,369,986.00)	(100.00)%
Lower Level Bond revenue	0.00	0.00	123,000.00	(123,000.00)	(100.00)%
Total Property Taxes	<u>196,362.58</u>	<u>201,063.55</u>	<u>1,492,986.00</u>	<u>(1,291,922.45)</u>	<u>(86.53)%</u>
Inter Government Funds					
Per capita state grants	0.00	0.00	13,000.00	(13,000.00)	(100.00)%
Corporate Replacement Taxes	584.62	1,169.24	14,000.00	(12,830.76)	(91.65)%
Total Inter Government Funds	<u>584.62</u>	<u>1,169.24</u>	<u>27,000.00</u>	<u>(25,830.76)</u>	<u>(95.67)%</u>
Interest on Operating Funds					
Interest-Illinois Funds	2,989.14	6,730.91	11,000.00	(4,269.09)	(38.81)%
Total Interest on Operating Funds	<u>2,989.14</u>	<u>6,730.91</u>	<u>11,000.00</u>	<u>(4,269.09)</u>	<u>(38.81)%</u>
Fees for Services					
Fines	176.39	488.44	700.00	(211.56)	(30.22)%
Fax Fees	3.00	3.00	0.00	3.00	0.00%
SPOT revenue/'internet fees'	0.00	0.00	200.00	(200.00)	(100.00)%
Printing Fees	348.10	618.80	1,500.00	(881.20)	(58.75)%
Book & Video Sales	406.50	896.00	3,600.00	(2,704.00)	(75.11)%
Adult Replacement Fees	69.50	142.50	100.00	42.50	42.50%
CYS Replacement Fees	0.00	20.00	100.00	(80.00)	(80.00)%
ILL Fees	0.00	5.00	50.00	(45.00)	(90.00)%
Lost Book Credit	0.00	0.00	100.00	(100.00)	(100.00)%
The SPOT revenue	11.00	16.00	0.00	16.00	0.00%
Meeting Room Charges	0.00	0.00	200.00	(200.00)	(100.00)%
Total Fees for Services	<u>1,014.49</u>	<u>2,189.74</u>	<u>6,550.00</u>	<u>(4,360.26)</u>	<u>(66.57)%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	32.25	78.50	200.00	(121.50)	(60.75)%
Donations	6.80	8.85	0.00	8.85	0.00%
Total Miscellaneous Revenue	<u>39.05</u>	<u>87.35</u>	<u>200.00</u>	<u>(112.65)</u>	<u>(56.33)%</u>
Total Revenues	<u>200,989.88</u>	<u>211,240.79</u>	<u>1,537,736.00</u>	<u>(1,326,495.21)</u>	<u>(86.26)%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 2/1/2025 Through 2/28/2025

	Current Period Actual	Current Year Actual- 2 mos. ending 2/28/2025	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	60,814.20	150,183.44	815,000.00	664,816.56	81.57%
Health & Life Insurance	2,975.82	11,620.41	64,000.00	52,379.59	81.84%
Employer's Portion - IMRF	3,706.25	9,014.42	45,000.00	35,985.58	79.97%
Employer's Portion - FICA	4,432.10	10,945.81	60,000.00	49,054.19	81.76%
Unemployment Comp Expense	141.40	373.77	1,500.00	1,126.23	75.08%
Total Personnel Services	<u>72,069.77</u>	<u>182,137.85</u>	<u>985,500.00</u>	<u>803,362.15</u>	<u>81.52%</u>
Supplies					
Office Supplies	478.20	831.35	3,000.00	2,168.65	72.29%
Library Supplies	399.82	527.01	3,500.00	2,972.99	84.94%
Building Maintenance Supplies	1,358.89	2,417.54	10,000.00	7,582.46	75.82%
Ink Cartridges	185.26	381.44	2,000.00	1,618.56	80.93%
Total Supplies	<u>2,422.17</u>	<u>4,157.34</u>	<u>18,500.00</u>	<u>14,342.66</u>	<u>77.53%</u>
Contractual Services					
Janitorial	2,000.00	4,000.00	30,000.00	26,000.00	86.67%
Water	405.72	405.72	4,000.00	3,594.28	89.86%
Gas	4,447.49	5,022.85	17,000.00	11,977.15	70.45%
Building Maintenance	2,141.00	4,297.75	30,000.00	25,702.25	85.67%
Small Equipment Maintenance	250.00	250.00	1,000.00	750.00	75.00%
Equipment Maintenance	1,782.00	2,008.00	12,000.00	9,992.00	83.27%
Furnishings & Equipment	0.00	0.00	8,000.00	8,000.00	100.00%
Copier Rental & Maintenance	789.70	1,579.40	11,000.00	9,420.60	85.64%
Total Contractual Services	<u>11,815.91</u>	<u>17,563.72</u>	<u>113,000.00</u>	<u>95,436.28</u>	<u>84.46%</u>
Electronic Resources					
On-line Data Bases	1,709.56	2,565.13	30,000.00	27,434.87	91.45%
SWAN Computer	5,838.00	5,838.00	30,000.00	24,162.00	80.54%
Internet Expense	238.79	477.58	3,100.00	2,622.42	84.59%
Patron Subscription services	52.98	105.96	4,500.00	4,394.04	97.65%
Total Electronic Resources	<u>7,839.33</u>	<u>8,986.67</u>	<u>67,600.00</u>	<u>58,613.33</u>	<u>86.71%</u>
Information Services					
Books	2,654.12	3,916.12	20,500.00	16,583.88	80.90%
Standing Order Books	896.73	1,012.54	4,000.00	2,987.46	74.69%
Periodicals	0.00	519.00	7,000.00	6,481.00	92.59%
Videos	468.95	642.07	4,000.00	3,357.93	83.95%
Audio Books	0.00	0.00	500.00	500.00	100.00%
Library of Things expenses	171.00	171.00	500.00	329.00	65.80%
The SPOT expenses	9.95	9.95	500.00	490.05	98.01%
Total Information Services	<u>4,200.75</u>	<u>6,270.68</u>	<u>37,000.00</u>	<u>30,729.32</u>	<u>83.05%</u>
Children/Youth Services					
CYS Juvenile Books	600.88	741.74	5,000.00	4,258.26	85.17%
CYS Periodicals	0.00	0.00	250.00	250.00	100.00%
CYS Reference Books	0.00	0.00	500.00	500.00	100.00%
CYS Video Games	0.00	0.00	300.00	300.00	100.00%
CYS Young Adult	100.82	100.82	2,000.00	1,899.18	94.96%
CYS Easy Books	348.30	633.49	3,000.00	2,366.51	78.88%
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	0.00	700.00	700.00	100.00%
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%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 2/1/2025 Through 2/28/2025

	Current Period Actual	Current Year Actual- 2 mos.ending 2/28/2025	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Total Children/Youth Services	<u>1,050.00</u>	<u>1,476.05</u>	<u>12,650.00</u>	<u>11,173.95</u>	<u>88.33%</u>
Marketing/Public Relations					
CYS Programming	184.38	346.69	1,500.00	1,153.31	76.89%
Adult Programming	1,110.95	1,637.93	6,000.00	4,362.07	72.70%
Library Programs	385.00	485.00	1,000.00	515.00	51.50%
Advertising Expenses	77.89	149.55	1,000.00	850.45	85.05%
Newsletter Expense	0.00	3,126.56	16,000.00	12,873.44	80.46%
Total Marketing/Public Relations	<u>1,758.22</u>	<u>5,745.73</u>	<u>25,500.00</u>	<u>19,754.27</u>	<u>77.47%</u>
Administration					
Shipping Charges	83.97	116.71	600.00	483.29	80.55%
Legal Services	0.00	987.00	5,000.00	4,013.00	80.26%
Credit Bureau	7,026.97	49.25	600.00	550.75	91.79%
Telephone	761.47	1,241.30	7,000.00	5,758.70	82.27%
Postage	54.22	99.64	700.00	600.36	85.77%
Treasurer's Bond	0.00	0.00	500.00	500.00	100.00%
Liability Insurance	0.00	24,282.03	29,000.00	4,717.97	16.27%
Audit Fees	0.00	0.00	4,200.00	4,200.00	100.00%
Travel	0.00	0.00	200.00	200.00	100.00%
Seminars, Conferences, Meetings	0.00	0.00	500.00	500.00	100.00%
Membership Dues	150.00	375.00	750.00	375.00	50.00%
Accounting Expenses	279.38	462.62	3,000.00	2,537.38	84.58%
Staff Development	0.00	630.77	4,000.00	3,369.23	84.23%
Bond repayment	0.00	0.00	119,900.00	119,900.00	100.00%
Credit Card/Bank Fees	182.18	653.55	900.00	246.45	27.38%
Miscellaneous Expense	70.82	160.82	8,000.00	7,839.18	97.99%
Board Expense	0.00	0.00	1,250.00	1,250.00	100.00%
Capital Expense	0.00	0.00	10,000.00	10,000.00	100.00%
Total Administration	<u>8,609.01</u>	<u>29,058.69</u>	<u>196,100.00</u>	<u>167,041.31</u>	<u>85.18%</u>
Technology					
Technology Supplies	101.50	121.60	1,000.00	878.40	87.84%
Computer Consultant	0.00	0.00	2,000.00	2,000.00	100.00%
Network Maintenance	0.00	0.00	2,000.00	2,000.00	100.00%
Computer Hardware & Equipment	0.00	0.00	6,000.00	6,000.00	100.00%
E-Library Subscription Svs	9.99	936.98	9,500.00	8,563.02	90.14%
Computer Software	0.00	0.00	2,000.00	2,000.00	100.00%
Total Technology	<u>111.49</u>	<u>1,058.58</u>	<u>22,500.00</u>	<u>21,441.42</u>	<u>95.30%</u>
Total Operating Expense	<u>102,037.32</u>	<u>247,468.64</u>	<u>1,410,750.00</u>	<u>1,163,281.36</u>	<u>82.46%</u>
Miscellaneous Expenses					
Lost ILL Expense	(200.29)	(200.29)	0.00	200.29	0.00%
Transfer to Other Funds	25,000.00	25,000.00	0.00	(25,000.00)	0.00%
Total Miscellaneous Expenses	<u>24,799.71</u>	<u>24,799.71</u>	<u>0.00</u>	<u>(24,799.71)</u>	<u>0.00%</u>
Total Budgeted Expenses	<u>134,676.36</u>	<u>281,255.02</u>	<u>1,478,350.00</u>	<u>1,197,094.98</u>	<u>80.98%</u>

	A	B	C	D	E	F	G	H	I	J	K	L	M
2	EQUIPMENT/	Service Provider/Responsibility	Frequency	Contract	Contact Information	Added Information							
76	Window Washing	Bob 's Gutter Cleaning Clay Keihn	as needed, seasonal as needed		Bob's Gutter Cleaning, (708) 447-9797 Clay Keihn, (630) 415-6178								
77	Wooden Furniture refinishing (tables & chairs)												

We made more changes to the organization of our collection this month. Anne and Bridget shifted the nonfiction so that we could incorporate the E Biographies with the J Biographies. We moved the PT collection to the Early Learner's Room for easier parent browsing. Anne and Bridget made a new bin for potty training picture books. Nikki shifted and expanded the Graphic Novel section to allow for growth in that area. Mandi and I shifted our main picture book area with the goal of making it less crowded in certain areas. Nikki put out a survey for kids about their favorite and least favorite series books as we think about how to update that section. We are always trying to figure out the best ways to organize our collection so that our patrons can find what they need in the easiest way possible.

Highlights

Storytimes and Programs for Young Children—Anne, Bridget, Mandi and I planned and presented Mini Storytimes this month. These are going well with the new time length and ticketing system. Our Preschool/Kindergarten Storytime is still gaining a following. Clay Day is still a hit. Thank you to Coach Tony of Ninja Squad, who presented a Ninja Storytime. Thank you also to Janie Click of the Treehouse for leading a very full Yoga Storytime.

After School Programs—Nikki planned and presented a program where kids painted winter hats with watercolors. Fran's afterschool programs included a floral jar craft and Valentine's cupcake decorating for middle schoolers, and origami bookmarks for grade schoolers. We had another Stuffed Animal Sleepover this month. I presented a storytime to the kids and their stuffed animals on Friday afternoon. Then Nikki and I took pictures of all of the stuffed animals' after hours shenanigans including playing in the Teen Room, eating pizza, and playing with all the kids' toys. The next morning, the kids came back to the library to pick up their animals and watch a presentation with photos of all the things their animals' did overnight.

School's Out Programs—D96 had a couple of days off this month. Fran lead a Valentine's Day Bingo program. Nikki helped kids make paper plate penguins.

School Outreach—Anne visited the D96 Early Learners classes and Bridget visited the LADSE Communication Development class. Francesca visited RPC preschool. Bridget, Mandi and I visited Building Blocks preschool.

I attended D96's Family Literacy Night at Hauser Jr. High. This event was for families with kids in PreK through 5th grade. I had an information table with program calendars and information about how to get a library card. I also had a book bag that Janice decorated using the Cricut; kids could enter a drawing to win the bag. Additionally, each kid that visited the table received a book buck good for \$1 off a purchase in the book sale room at the Library. It was a great event and I handed out 50 book bucks.

CHILDREN & YOUTH SERVICES STATISTICS – February 2025	
Reference questions asked	<u>192</u>
Informational questions asked	<u>246</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
2/1/2025	Drop-In Craft					10
2/3/2025	9:30 am Mini Storytime	4			3	
2/3/2025	10 am Mini Storytime	10			7	
2/3/2025	Sunscription Book Bag Program	8	9	1		
2/3/2025	D96 Early Learners Storytime 1	8			4	
2/3/2025	D96 Early Learners Storytime 2	29			6	
2/3/2025	D96 Early Learners Storytime 3	6			4	
2/3/2025	D96 Early Learners Storytime 4	25			6	
2/4/2025	Preschool/Kindergarten Storytime	3				
2/5/2025	Storytime at Building Blocks	9			1	
2/5/2025	RB Transitions			10	3	
2/5/2025	Floral Jar Craft			5		
2/6/2025	Storytime at Building Blocks	8			1	
2/6/2025	Little Hands Playtime	9			7	
2/6/2025	Pokemon Meet Up		2		2	
2/6/2025	Origami Bookmarks		6			
2/7/2025	Yoga Storytime	20			7	
2/7/2025	Stuffed Animal Sleepover	3	4			
2/8/2025	Stuffed Animal Pickup	3	4		6	
2/10/2025	9:30 am Mini Storytime	5			4	
2/10/2025	10 am Mini Storytime	3			3	
2/11/2025	Tummy Time	1			1	
2/11/2025	Storytime at RPC 1	9			2	
2/11/2025	Storytime at RPC 2	9			2	
2/11/2025	Storytime at RPC 3	10			2	
2/11/2025	Clay Day Mornings	8			5	
2/11/2025	Storytime Building Blocks	6			2	
2/12/2025	RB Transitions			10	3	
2/12/2025	Watercolor Winter Hats		2			
2/13/2025	Little Hands Playtime	5			6	
2/13/2025	Valentine Cupcake Decorating			6		
2/14/2025	9:30 am Mini Storytime	1			1	
2/14/2025	10 am Mini Storytime	3			3	
2/14/2025	Valentine's Bingo		6		1	
2/15/2025	Legopalooza		4		3	
2/17/2025	9:30 am Mini Storytime	1			1	
2/17/2025	10 am Mini Storytime	10			10	

CHILDREN & YOUTH SERVICES – February 2025 – Nora Durbin

2/17/2025	Paper Plate Penguins		3			
2/18/2025	Storytime at RPC 1	9			2	
2/18/2025	Storytime at RPC 2	9			2	
2/18/2025	Storytime at RPC 3	10			2	
2/18/2025	Preschool/Kindergarten Storytime	2	1		1	
2/19/2025	Clay Day Mornings	2			2	
2/19/2025	RB Transitions			10	3	
2/20/2025	Ninja Storytime	3			3	
2/20/2025	Little Hands Playtime	2			2	
2/21/2025	9:30 am Mini Storytime	4			2	
2/21/2025	10 am Mini Storytime	5			3	
2/22/2025	Family Playtime	4	2		7	
2/24/2025	9:30 am Mini Storytime	6			7	
2/24/2025	10 am Mini Storytime	3			3	
2/24/2025	Hollywood CD LADSE Class		6		3	
2/25/2025	Tummy Time	2			2	
2/26/2025	RB Transitions			10	3	
2/26/2025	D96 Literacy Night					75
2/27/2025	Little Hands Playtime	2			2	
2/28/2025	10 am Mini Storytime	4			3	
2/1-2/28	Blue Board Question					240
Phone Charger Checkout		8				
Board Game Usage		64				
Nintendo Switch Usage		13				
Study Room Usage		34				
After School (18 days)		638				
Interactions with non-English speakers		0				

Patron and Computer Services

February 2025

Sharon Shroyer

Patron Services

The NCOA report from the post office is being done bit by bit. A change this year from years past, is that I have disabled pin numbers from patron accounts that show as moved out of Riverside but have a recent activity date. Previously, I have called and emailed on multiple occasions with no response. Since it is the digital services that most of these patrons are using, I have disabled their pin numbers. Without a pin number, they are unable to use our digital services. Unsurprisingly, I am now getting calls and verifying that they have moved out of our service area. I am now on to the easiest part of the list, patrons who have moved within Riverside.

Our last two Roku players were switched to dedicated hotspot use in February. So far, it seems to be working well. I have not had any of our subscriptions signing out since the change. The use of these four Roku players has just exploded in the past few months. From January 2023-May 2024, the Roku's went out 19 times. From June 2024 through last month, they went out a total 86 times, 21 times in February alone. Adding MAX to the subscription list has really helped.

The replacement projector for our movie theater packaged was purchased in February.

Computer Services

I have ordered and received two new receipt printers for our front desk to replace the ones we currently have which were hard to read. The old printers were over 15 years old. The new printers will take thermal as well as sticky thermal paper.

The old laserjet printer at the front desk has seen its last print job. After trying to get the same refurbished model, to save both time and money, a new laserjet model has been ordered.

February 2025 Information Services Update

Diane Silva

Hoopla Analysis

As many Hoopla users have noticed, we're hitting our daily caps earlier than ever—sometimes before 7 AM. From February 1–19, we averaged 16 daily denials due to budget caps. In the last few months, I have been fielding increased patron complaints and questions about how Hoopla works and why access is so limited. The reality is that Hoopla's pay-per-borrow model is expensive, and without careful budgeting, costs can quickly spiral. While we're monitoring its long-term sustainability, we're not yet ready to discontinue the service.

Sharon pulled insightful usage statistics, and the management team met to discuss next steps. To help alleviate some of the pressure, Nora has generously agreed to reduce her collection budget by \$800, and IS will scale back nonfiction purchasing by \$1,000. These adjustments will allow us to increase our 2025 Hoopla allocation starting March 1. With an average rental cost of \$2.08, this won't eliminate the issue, but it should provide some breathing room.

In terms of usage patterns, an average of 20 users per month are maxing out their five checkouts. To expand access to more patrons, we will reduce the monthly borrow limit from five to three per cardholder, effective April 1. This change will be announced in the spring newsletter to ensure adequate notice.

Looking ahead, digital resource costs will continue to be a challenge. As demand grows, we anticipate an ongoing need to reallocate portions of the physical materials budget to digital access. This will be a gradual process, and we remain committed to maintaining a strong physical collection.

Summer Reading Replacement

Thanks to Nora's streamlined SRP approach, I was able to complete the Excel/Google sheets SRP replacement mentioned last month. It will allow her to use volunteers to complete check-ins while maintaining patron privacy and allow easy reporting based on finisher status and school attended.

The Spot and Crafting

In February, we officially decided to merge all adult crafting under the umbrella of The Spot – moving it from a space centered on technology to a service centered on creating. Newsletters will no longer separate the two offerings. In addition to increasing marketing potential, the change will allow Jordan more flexibility with programming design.

Olmsted Society Agreement

We received the signed agreement with the Olmsted Society cementing our 2025 programming partnership. Our first Olmsted program is scheduled for June.

Programming

AARP tax aide returned and appointments are filling up quickly. Thanks to AARP Foundation/John Wagner for providing this service and to Brent for all his work getting it set up.

Highlighting the importance of community collaboration, our 2nd Higgins tour and Buckledown Brewery tasting were big hits with patrons.

The SPOT Appointment/3D print – 4
The SPOT Heart Engraving - 2
Drop in Tech Help (1 sessions) – 2
Book Discussion – 8
ILP – James McBride – 7
ILP – Amy Tan – 18
Medicare – 8
The Spot – Spa for Adults – 6
The Spot – Spa for Teens – 5
The Spot – Drop in 3d - 36
Buckledown Tour & Tasting – 27
Higgins Glass Tour – 15
Central Illinois Travel - 17
Lyric Opera – 15

MWRDC with LAC - 13
AARP Tax (4 sessions) - 67
Asahi (4 sessions) – 17
CRAFT: Paper Beads - 8
Meditation (2 session) – 8
Genealogy– 12
Wordsmith’s Society – 8
Virtual Yoga (4 sessions) - 4
Knitting Club (4 sessions) – 8
Passive
Spice Kits – 60
Seed Packets Take/Leave –0
Various Passive – 40
Board Game Borrowing - 3

Patron Interactions – We had 942 patron interactions this month. 2 interactions with ESL patrons.

**Riverside Public Library
Miscellaneous Statistics - February 2025**

	Feb-25	Feb-24	YTD 2025	YTD 2024
Reference Statistics				
Questions Asked - Adult	755	807	1510	1514
Questions Asked - Youth Services	438	395	846	784

Internet Usage - Adult	273	283	511	530
- CYS	195	185	392	306
Total Usage	468	468	903	836

Holdings				
Adult Titles Added	148	128	364	235
CYS Titles Added	60	73	114	169
Total Titles Added	208	201	478	404
Adult Titles Withdrawn	106	155	226	228
YS Titles Withdrawn	3	1	158	1
Total Titles Withdrawn	109	156	384	229

Total Holdings			63656	63338
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Library Programs - Active				
Children 0-5	39	24	74	47
Children 6-11	10	4	18	9
YA 12-18	3	1	4	4
Adults 19+	6	26	45	52
General Interest (Mixed)	4	7	9	12
Totals	62	62	150	124

Library Programs - Active Attendance				
Children 0-5	283	240	547	477
Children 6-11	49	23	124	79
YA 12-18	22	4	49	25
Adults 19+	225	360	703	724
General Interest (Mixed)	563	455	988	647
Totals	1142	1082	2411	1952

Library Programs - Passive				
Children 0-5	5	4	1515	6
Children 6-11	4	1	5	1
YA 12-18	0	0	0	0
Adults 19+	3	4	4	6
General Interest (Mixed)	3	5	7	9
Totals	15	14	1531	22

Library Programs - Passive Attendance				
Children 0-5	48	48	152	71
Children 6-11	36	11	40	11
YA 12-18	0	0	0	0
Adults 19+	68	78	128	138
General Interest (Mixed)	488	429	860	601
Totals	640	566	1180	821

Community Programs Attendance	3	13	15	29
	39	134	168	285

	Feb-25	Feb-24	YTD 2025	YTD 2024
Study Room Use	10	NA	42	NA
New Library Cards Issued	55	51	101	105
Library Attendance	6980	7792	14261	14446
Notary Service	35	10	47	26
Checkouts	4769	4884	9808	9923
Renewals	3096	3217	6037	6634
Checkins	5530	5454	11205	11158
Total Circulation	13395	13555	27050	27715
Interlibrary Loans				
Loaned	1015	993	2140	1993
Borrowed	1201	1194	2483	2479
Reciprocal Borrowing				
Loaned to Other Library Patrons	478	596	1061	1178
RPL Patrons Borrowing Elsewhere	1248	1406	2554	2953
Digital Resources				
Hoopla	350	390	722	776
Boundless (Axis360)	103	113	261	226
Libby (Digital Library of Illinois)	1931	1500	4240	3066
Web Site Total Hits	4146	4577	8931	5364
Wireless Statistics	883	839	1694	5919
Online Databases				
Ancestry.com				
Searches	461	487	1149	719
Returns	913	1285	1877	1448
Encyclopaedia Britannica				
Sessions	7	47	12	99
Newsbank				
Searches	58	76	78	80
Consumers Reports				
Sessions	8	11	18	13
Searches	107	152	208	179
Additional Statistics				
Newspaper Archives				
Searches	24	34	51	50
Museum Passes				
Issued	9	7	17	10
Library of Things				
Equipment	63	38	120	72
Kits	21	16	30	27
Spot Collection Use	9	6	18	24

Library Director's Report
February 2025
Janice Foley

Administration

The Illinois Public Library Annual Report (IPLAR) was submitted to the State Library on February 12. We have now completed all the required documents by the State for the year. Diane and I discussed how to use the information for the Library's annual reporting in our newsletter. After asking Courtney for input, we came up with a format that is different from previous years, but provides a great summary of our accomplishments for 2024.

As expected, Reading Between the Wines preparation kept me busy throughout the month. With the help from the committee (Nancy DeFauw, Lisa Garay, Courtney Greve Hack and Diane Silva) planning and execution of the event went remarkably smooth! We had great set up and take down help which made it much quicker on both ends. Our volunteer base was amazing and without them the event would not have been so successful. Thank you notes to all vendors, sponsors and volunteers were written on March 3. For the first time ever, two of the vendors responded to my texts thanking us for having them! I believe the vendors enjoy the event as much as the attendees! A special thank you will be sent to Peter as well. Without his role in the event, there would not be a Reading Between the Wines!

Our health care benefits for staff are through NSBEC. Since we are considered part of the Village's enrollment, each month Ashley writes a check for the amount we need to pay. She then delivers it to Ian Splitt at the Village. He then includes our check with the Village's and sends it to the appropriate party. In January, the envelope with the payments from the Village was stolen and several of the checks were whitewashed and changed from payment to NSBEC to a person. The Village's bank caught their checks. However, First American did not catch the change on the Library's check and it was cashed. We were made aware of the fraudulent act by Ian. Ashley investigated it immediately. First American refunded our money, gave us direction on how to file the necessary paperwork and updated their positive pay steps for the checks for the Library. We filed a police report and were included on the Village's US Post Office's mail fraud investigation forms. Ken and Jane were informed of the problem as soon as we were. This is the first time we have ever had something like this happen, so it was a bit alarming how easily it was done. I want to commend Ashley for her actions to inform First American Bank and help rectify the situation.

Diane and I met with Darren Schretter from Studio G on February 4. At this meeting, we revised some of the "wants" for the Patron Services renovation project. He will have final drawings soon, as well as an updated cost reflecting the changes made to the project. This will help us gauge how we can begin to implement the project.

95th Anniversary planning continued this month. The upcoming newsletter will begin the "celebration" with information about the anniversary.

Outreach

Friends of the Library held a ZOOM meeting on February 18. They have sent out their 2025 membership appeal to residents and have already received donations. They expressed their hope that they will be able to make another sizeable donation towards the renovation project with the money raised!

All in the Family Genealogy Club met on February 25. It is such a great group. Everyone offering helpful ideas to aid other members in their searching.

Our genealogy volunteers Bev and Dawn are seeing an increase in patrons during their time here. Bev is especially busy on Saturdays. She is here for five hours on Saturday!

Building and Grounds

After consulting with Dan and Michael Marrs about the masonry contract, both parties are in agreement. I am in process of filing the permit papers as well as the Certificate of Appropriateness form. John Holton is hoping for a late spring date to work on the east elevations.

I am finalizing the BUILDING AND GROUNDS maintenance checklist excel sheet, which was requested by the Board. I showed Ken the format I was using and he said that it was appropriate. I will have the draft in the Board packet and am open to any suggestions or changes. This is a draft, so I am still gathering some information.

Snow removal again took place several days this month, but I am confident that our snow and ice removal days are dwindling down.

Routine elevator maintenance took place.



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 3/05/2025
Re: Bylaws Review

The Bylaws of the Board have not been reviewed since 2020. It is a good idea to look at this document to see if any changes, clarifications or deletions should be done. I will then be able to provide the new Board members the most recent copy of this after the April 1 election.



Bylaws of the Board of Trustees of the Riverside Public Library

Article I. Name

This organization shall be called the "Board of Trustees of the Riverside Public Library."

Article II. Board Membership, Election Terms, Vacancies

Section 1. Membership

The Board of Trustees of the Riverside Public Library shall consist of seven members.

Section 2. Election of Board

Board members shall be elected by the eligible voters of the Village of Riverside.

Section 3. Requirements

Requirements for candidates for Library trustee shall be: residency in Riverside, U.S. citizenship, 18 years of age or older, no felony convictions.

Section 4. Terms of Office - Board

Board members shall serve a term of four years.

Section 5. Vacancies - Board

Complies with Illinois Statutes outline in Section 75 ILCS 5/4-4. on Vacancies.

Section 6. Compensation

Trustees shall serve without compensation. Reimbursement for actual and necessary expenditures incurred in the performance of duties shall be subject to Board approval.

Section 7. Conflicts of Interest

No trustee shall engage in any business or transaction, or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of his or her official duties in the public interest or that may tend to impair his or her independence of judgement or action in the performance of such official duties. Members of the Board of Trustees may not be employed by the Library, and members of the immediate families of Trustees are not eligible to become permanent, paid employees of the Library. Immediate family is defined as a parent, sibling, child by blood, adoptions or marriage, spouse, grandparent or grandchild.

Section 8. Legal Requirements.

Illinois Revised Statutes, Chapter 81 (Illinois Library Laws) shall serve as a guide to the legal rights and obligations of the Board of Trustees and the Library.

Article III. Officers, Terms of Office, Duties, Vacancies, Elections

Section 1. Officers

The officers of the Board shall be a President, Vice President, Secretary, and Treasurer elected from among the Board members.

The duties of the officers shall be as follows:

President: To preside at meetings of the Board, appoint all committees and perform other duties normally associated with the office or assigned to the office by the Board.

Vice President: To perform all duties of the President in his or her absence.

Secretary: To be responsible for accurate Minutes of the proceedings of the Board and assure that they are maintained as a public record.

Treasurer: To serve as the disbursing officer of the Board, serve as Chair of the Finance Committee and perform other duties normally associated with this office. To be bonded in an amount as may be required by law and at the Library's expense. In the absence or disability of the treasurer, his or her duties shall be performed by the Board President. The treasurer shall disburse funds only upon authority of the Board.

Assistants: One or more members of the Board may be elected to serve as Assistant Secretaries or Assistant Treasurers and shall perform the duties of Secretary or Treasurer in his or her absence.

Section 2. Nomination of Officers

Members of the Board shall be asked to serve as officers. Nominations for officers shall be from the floor at the Board meeting at which the election of officers shall occur. Voting will be by voice vote.

Section 3. Elections of Officers, Terms

Officers shall be elected at the Annual Meeting of the Board by a majority vote of the trustees present. Each term of office shall be for one year or until a successor has been elected by the Board.

Section 4. Disbursing Duties

Two signatures, consisting of any combination of signatory Trustees, the Library Director, and/or Bookkeeper, shall be required on all checks.

Article IV. Committees

Section 1. Regular and Special Committees

Committees shall be appointed by the Board President for specific purposes as the business of the Board may require. Terms of service on committees shall be until the meeting following the Annual Meeting in which appointments are made or until the committee is disbanded. All committee meetings shall abide by the regulations of the Open Meetings Act.

Section 2. Executive Committee

The Executive Committee shall consist of the four Board officers and may be empowered by the Board, from time to time, to act on behalf of the Board.

Article V. Meetings

Section 1. Regular Meetings

The Board shall meet on a regular basis but not less than ten times per year. The time, day, date and place of all regular meetings shall be established at the December Meeting of the Board. A list of meetings shall be posted in the Library, Town Hall and supplied to any medium that has filed an annual request for such notices.

Section 2. Special Meetings

Special meetings shall be called by the President or the Vice President or by a quorum of the Trustees of the Board. All special meetings shall comply with the Open Meetings Act (5ILCS 120/).

Section 3. Annual Meeting

The May meeting of the Board shall be designated the Annual Meeting and the election of officers shall occur.

Section 4. Open Meetings Act

All Board meetings shall comply with the Open Meetings Act. (5 ILCS 120/)

Section 5. Quorum

A quorum shall consist of a simple majority of the Board. A simple majority of those present shall determine the vote taken on any question unless a larger majority is specified by law.

Section 6. Voting

Votes on any question shall be by ayes and nays. Any financial related votes will be done by roll call. The number of aye and nay votes and the number of absences and abstentions shall be recorded by the Secretary. The President may vote upon and may move or second a proposal.

Section 7. Rules

The conduct of the meetings shall be guided by the latest edition of Robert's Rules of Order to the extent practicable. However, nothing herein shall be construed as limiting or prohibiting the President from casting a vote on all matters before the Board, even if the President's vote does not break or create a tie.

Article VI. Library Director

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Library Director shall administer the policies adopted by the Board.

Article VII. Indemnification

To the fullest extent possible, and to the extent not covered by insurance, the Library shall indemnify any Trustee, Officer or employee and Library may indemnify any agent who is, was or is threatened to be a party to any future, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, and including

actions or suits by or in the right of the Library, by reason of the fact that he/she is or was a Trustee, Officer, employee or agent of the Library. At the request of such indemnified person, the Library shall undertake complete defense of such matters, including all expenses in connection therewith; provided that the indemnified party shall have a right to participate in such defense. The indemnification set forth above shall not apply if a Court of competent jurisdiction determines that the conduct of the indemnified party constitutes malicious or criminal misconduct. The Library may purchase and maintain insurance in an amount from time to time to be determined by the Board of Trustees and, for the broadest coverage procurable, on behalf of all such Trustees, Officers, employees and agents against any liability asserted against one or more of them and incurred by him/her or them in any such capacity or arising out of his/her or their status as such. The provisions of this Section shall continue for the benefit of a person who has ceased to be a director, officer, employee or agent and shall inure to the benefit of the estates heirs, legatees and legal representatives of such a person and the legal representatives and assigns of such a person in the event of his/her incompetency, insolvency or bankruptcy.

VIII. Amendments

These Bylaws may be amended by a majority vote of the members of the Board; notice of the wording of the proposed change having been given at the preceding regular meeting. In case of inability to be present, trustees may vote on bylaws changes by written communication.

Approved by the Board of Trustees April 18, 1989
Amended by the Board of Trustees May 9, 1989
Amended by the Board of Trustees June 9, 1992
Amended by the Board of Trustees April 12, 2002
Reviewed and Amended by the Board of Trustees August 10, 2010
Reviewed and Amended by the Board of Trustees May 9, 2017
Reviewed and Amended by the Board of Trustees December 8, 2020