

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, November 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 Regular Meeting Minutes of October 14, 2025 – *Action Item*
- VI. Review of October Bills—*Action Item*
- VII. Review of October Financial Statements—*Action Item*
- VIII. Committee Reports
  - A. Finance – Nancy DeFauw
  - B. Building & Grounds – Ken Circo and Tracy Bohrer
    1. Exterior Ramp Renovation proposals – *possible Action Item*
  - C. Policy & Bylaws – Dan Loucks
  - D. Technology – Mickey Novak
  - E. Communications and Marketing – Courtney Greve Hack and Amy Bilow
  - F. Reading Between the Wines – Amy Bilow and Tracy Bohrer
- IX. Staff Reports—October
  - 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. New Business
  - A. Standards for Illinois Public Libraries / Per Capita Grant Requirements
  - B. Special Event Use Application – *Action Item*
  - C. Impact of Baker & Taylor Dissolution
  - D. ADA Title Accessibility Guidelines
  - E. 2026 Library Board of Trustee meeting dates – *Action Item*
  - F. Staff In-service January 2026– *Action Item*
- XIII. Announcements
  - A. Illinois Senate Resolution 104 – In Recognition of the Role of Library Trustee
- XIV. Correspondence & FYIs
  - A. Thank You letters from Pat Flanagan and the family of LJ Barsotti



**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.*

- A. Library Director's Review** - *To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1))*

**XVI. Adjournment**



**Minutes of the Regular Board Meeting  
of the  
Riverside Public Library Board of Trustees  
October 14, 2025**

**Held Tuesday,** October 14, 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; Daniel Loucks, Secretary; Nancy DeFauw, Treasurer; Amy Bilow, Trustee; Tracy Bohrer, Trustee and Mickey Novak, Trustee.

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

**Absent:** Courtney Greve Hack, Vice President.

Called to order at 7:32 pm by President Ken Circo.

**Review of Regular Meeting Minutes**

Dan Loucks moved, and Mickey Novak seconded, that the Board approve the minutes of the September 9, 2025 regular meeting.

Ayes: Bilow, Bohrer, DeFauw, Loucks, Novak

Nays: None

Abstained: None

**The motion passed.**

**Review of Current Bills - September**

Nancy DeFauw moved, and Tracy Bohrer seconded, that the Board approve accounts payable check numbers 24401 through 24436, including voided check numbers 24433, and the payment of payroll checks for department numbers 01 through 04, which includes payroll through September 20, 2025, in the total amount of \$89,827.22.

**Roll Call Vote:**

Ayes: Bilow, Bohrer, DeFauw, Loucks, Novak

Nays: None

Abstained: None

**The motion passed.**

**Review of Financial Statements - September**

Dan Loucks moved, and Amy Bilow seconded, that the Board approve the financial statements for September 30, 2025, subject to audit.

**Roll Call Vote:**

Ayes: Bilow, Bohrer, DeFauw, Loucks, Novak

Nays: None

Abstained: None

**The motion passed.**

**Committee Reports**

**Building and Grounds**

President Circo received one design proposal for the handicap ramp reconstruction. He's hoping to get additional bids and also reaching out to local architects. There was

a question on the soil sampling requirement that is included in the grant application. The Trustees also discussed examples from other libraries and the issue of lighting on the ramp.

We received interest from two exterior lighting contractors. One is scheduled for a visit next week.

The CS renovation project has been delayed into the new year. Darren meet with Director Foley and Assistant Director Silva last week to review the design specifications.

We also received a request from a patron to install contrasting stripes as a visual cue on the main entry exterior steps. We're looking into this further.

### **Technology**

Trustee Novak stated the committee will be meeting soon. On the agenda is a discussion about a new phone system.

### **Staff Reports**

President Circo shared how appreciative he is of our staff's work and their Board updates. Staff are going a great job. Trustee DeFauw noted she saw the St. Mary's second graders walking over to the Library for their field trip remarked what a great experience this is.

Trustee DeFauw noted the difficult work of keeping all our technology updated and working properly. She also asked questions about trends in interlibrary loans and borrowing. Trustee Bohrer commented on the new digital library cards.

Assistant Director Silva is not here this evening as she is attending the Illinois Library Association Conference (ILA).

Baker and Taylor recently announced they will be discontinuing operations at the end of the year. This will affect us as they operate the online/digital service Boundless.

Trustee Bilow asked about our partnership with the township resources center. In addition to the new table the township will be hosting here once a month, we do post their flyers on the community bulletin board and provide additional information in the brochure racks.

### **Director's Report**

Director Foley explained the revised Levy calculation. The Trustees asked questions and discussed the ADA grant soil sample requirements further.

We've had an issue recently with a patron leaving propaganda style printed documents around the Library. They were noticed by a patron whose daughter was disturbed by them. We asked the patron not to leave these documents here. Director Foley let him know that if we continued to find these documents we might escalate the issue, which could lead to a library ban.

Janice received a patron email in regards to Charlie Kirk. The patron overheard a conversation that was taking place at the Circulation Desk. Janice also heard the

conversation in question. She was able to respond to the patron to inform him that he misunderstood the conversation.

All went well with the wrap up of the Farmer's Market for this year. Harvest Bingo is this Saturday. The Trunk-or-Treat sponsored by Parks and Rec had a huge turnout. We passed out over 300 toys and pieces of candy.

Director Foley reminded the Board members that we are hosting Santa here again during the Holiday Stroll. We shared that we would very much appreciate the Board members help during the event. We'll have a sign-up sheet soon for volunteers.

## **Unfinished Business**

### **2025 Tax Levy**

Nancy DeFauw moved, and Tracy Bohrer seconded, that the Board approve the revised 2025 Tax Levy.

#### **Roll Call Vote:**

Ayes: Bilow, Bohrer, DeFauw, Loucks, Novak

Nays: None

Abstained: None

**The motion passed.**

### **2026 Operating Budget**

Tracy Bohrer moved, and Mickey Novak seconded, that the Board approve the revised 2026 Operating Budget.

#### **Roll Call Vote:**

Ayes: Bilow, Bohrer, DeFauw, Loucks, Novak

Nays: None

Abstained: None

**The motion passed.**

## **New Business**

### **Special Event Application**

Mickey Novak moved, and Dan Loucks seconded, that the Board approve Special Event application for the wedding vow exchange on November 22, 2025.

#### **Roll Call Vote:**

Ayes: Bilow, Bohrer, DeFauw, Loucks, Novak

Nays: None

Abstained: None

**The motion passed.**

### **Recess to Executive Session**

Nancy DeFauw moved, and Amy Bilow seconded, that the Board convene in Executive Session to discuss the follow-up from last month's confidential employee matter at 8: 34 pm.

#### **Roll Call Vote:**

Ayes: Bilow, Bohrer, DeFauw, Loucks, Novak

Nays: None

Abstained: None

**The motion passed.**

### **Return to Regular Session**

Mickey Novak moved, and Tracy Bohrer seconded, that the Board return to Regular Session at 8:43 pm.

**Adjournment**

Upon motion by Dan Loucks, seconded by Amy Bilow, and passed unanimously, the meeting was adjourned at 8:43 pm.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**Riverside Public Library**

**CASH DISBURSEMENTS**

**OCTOBER - 2025**

**ACCOUNTS PAYABLE DISBURSEMENTS**



**TOTAL FOR OCTOBER 2025 ACCOUNTS PAYABLE  
AND OCTOBER 2025 PAYROLL = \$96,985.25**

**Including voided checks: #24473**

**Riverside Public Library**  
**Cash Balances**  
**As of 10/31/2025**

	<b>Balance, <u>8/31/2025</u></b>
<b>Consolidated Operating Funds:</b>	
First American- Checking	73,888.54
First American- Payroll	<u>268.21</u>
Total First American accounts	74,156.75
Illinois Funds	
Tax/Reserve Fund	663,007.00
Capital Improvements Fund	50,485.98
Special Reserve Fund	98,219.90
Working Cash Fund	274,409.26
Library Bond Fund	<u>42,981.57</u>
Total Illinois Funds	1,129,103.71
Total Operating Funds Cash Balances	1,203,260.46
<b>Gift &amp; Endowment Funds:</b>	
Library Gift Fund	141,245.91
Batko Endowment Fund	6,847.59
Lower Level Renovation Fund	58,839.18
General Endowment Fund	11,488.85
Darwin Fund	<u>18,727.24</u>
Total Gift & Endowment Funds	237,148.77
<b>Total Funds</b>	<b><u>1,440,409.23</u></b>

The Riverside Public Library  
 Check/Voucher Register - A/P Checks  
 From 10/1/2025 Through 10/31/2025

Check Number	Check Date	Payee	Check Amount	Transaction Description
24437	10/2/2025	Big Run Wolf Ranch	425.00	Learning Wildlife - Program
24438	10/2/2025	Delta Dental of Illinois - Risk	47.87	Dental - October
24439	10/2/2025	Delta Dental of Illinois- Vision	45.71	Vision - October
24440	10/2/2025	Demco, Inc.	359.33	Book Covers, Book Tape, Label Protectors
24441	10/2/2025	Fullmer Locksmith Service	4,295.00	Locksmith Services
24442	10/2/2025	NCPERS Group Life Ins	32.00	Term Life - Forsyth & Silva - October
24443	10/2/2025	News Bank, Inc	1,148.00	Annual Subscription
24444	10/2/2025	Delta Dental of Illinois - Risk	47.87	Dental - September 2025
24445	10/2/2025	Delta Dental of Illinois- Vision	45.71	Vision - September
24446	10/8/2025	Fredricksen Fire Equipment	176.15	Annual Maintenance
24447	10/8/2025	Scott Kenemore	250.00	Evolution of Modern Zombie - Program
24448	10/8/2025	Midwest Tape	914.91	Digital Subscriptions
24449	10/13/2025	LIMRiCC-UCGA	99.40	3rd QTR 2025 UC Expense
24450	10/16/2025	Abila	197.89	Accounting Software
24451	10/16/2025	GT Mechanical Projects & Design, Inc	652.50	Quarterly Charges 2 of 4
24452	10/16/2025	Heartland Business Systems, LLC	480.00	Phone Maintenance
24453	10/16/2025	Raymond W. Johnson	150.00	Shootout at the Delaware Building - Program
24454	10/16/2025	Business Card	587.97	Credit Card Purchases
24455	10/16/2025	Michelle Wilson	190.00	Genealogy Program
24456	10/16/2025	NICOR Gas	230.71	Gas Bill
24457	10/16/2025	North Suburban Employee Benefit Coc	324.00	Dental - September
24458	10/16/2025	North Suburban Employee Benefit Coc	3,924.84	Medical - September
24459	10/16/2025	Village of Riverside	475.94	Water Bill
24460	10/16/2025	Village of Riverside	300.00	Alarm - 4th Quarter
24461	10/16/2025	SWAN	5,978.50	Quarterly Fees October - December 2025
24462	10/20/2025	Blue Cross Blue Shield of Illinois	5,329.83	Medical - November
24463	10/20/2025	Village of Riverside	5,884.90	October 2025 IMRF
24464	10/30/2025	Aquamist Plumbing & Lawn Sprinkling	225.00	Winterization of Sprinkler System
24465	10/30/2025	Garvey's Office Products	104.56	Copy Paper and Paper Towels
24466	10/30/2025	KC Cleaning, Inc.	2,000.00	Janitorial Services
24467	10/30/2025	Lofton Landscaping Company	295.00	Landscaping
24468	10/30/2025	NCPERS Group Life Ins	32.00	Term Life - Forsyth & Silva - November
24469	10/30/2025	Rex Newell	400.00	AP Invoices
24470	10/30/2025	Unique Management Services, Inc.	59.10	September Placements
1648	10/10/2025	Administration	8,508.90	Group: 01
1649	10/10/2025	Information Services	12,608.31	Group: 02
1650	10/10/2025	Children & Youth Services	8,025.03	Group: 03
1651	10/10/2025	Patron Services	<u>14,456.85</u>	Group: 04
			79,308.78	
	10/10/2025	EFTPS - Employer Portion	2,227.03	
	10/24/2025	EFTPS - Employer Portion	2,155.13	
ACH00080	10/31/2025	Leaf	816.96	Copier Rental
ACH00081	10/31/2025	Comcast Cable	238.79	High Speed Internet
ACH00082	10/31/2025	Comcast Cable	<u>489.39</u>	Phone Bill
Report Total			<u>85,236.08</u>	

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

<u>Check Number</u>	<u>Check Date</u>	<u>Payee</u>	<u>Check Amount</u>	<u>Transaction Description</u>
24471	11/11/2025	Cintas Corporation LOC, 769	901.59	Cleaning Supplies
24472	11/11/2025	Garvey's Office Products	88.30	Copy Paper and Rubber Bands
24474	11/11/2025	Ingram Library Services	1,947.52	Various Titles
24475	11/11/2025	Lofton Landscaping Company	295.00	Landscaping
24476	11/11/2025	Midwest Tape	927.24	Digital Subscriptions
24477	11/11/2025	Minuteman Press of Lyons	3,188.43	Winter Newsletter
24478	11/11/2025	Wright National Flood Insurance Com	3,373.00	Flood Insurance
24479	11/11/2025	Amazon Capital Sevices	<u>1,028.09</u>	Amazon Charges
Report Total			<u>11,749.17</u>	

**The Riverside Public Library**  
**Balance Sheet- Operating Funds - Consolidated Funds**  
**Operating Fund**  
**As of 10/31/2025**

	<b>Current Period Balance</b>
<b>Assets</b>	
Illinois Fund-Operating Fund	774,507.00
Ill Fund Prime-Special Reserve Fund	(0.01)
1st American-Checking Account	69,761.90
1st American-Payroll Account	268.20
Riverside Bank savings account	0.01
Illinois Fund- Library Bond Fund	(42,292.80)
Property Tax Receivable	(760,590.24)
Due from Other Funds	258.21
Due from other groups	520.19
Due from Friends of the Library	455.00
Staff Receivables	(16.54)
Fixed Assets	2,100,381.00
Prepaid Expense	<u>3,373.00</u>
<b>Total Assets</b>	<b><u>2,146,624.92</u></b>
<b>Liabilities</b>	
Accounts Payable	11,749.17
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,055.98
IMRF Payable	(301.82)
Deferred Property Taxes	(760,590.69)
Accrued Payroll	18,548.84
Health Insurance Payable	(5,183.44)
Term Life Insurance Payable	(184.00)
Due to Other Funds	70.00
Due to Friends of the Library	291.00
Due to Olmsted Society	20.00
Due to Historical Society	716.50
Due to Preservation Commission	3.00
Investment in Fixed Assets	<u>2,100,381.00</u>
<b>Total Liabilities</b>	<b><u>1,366,514.97</u></b>
<b>Fund Balances</b>	
<b>Beginning Fund Balances</b>	
Assigned for Operations	559,667.88
Restricted for Audit	(97.25)
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	<u>256.63</u>
<b>Total Beginning Fund Balances</b>	<b>558,026.05</b>
<b>Excess Revenues/(Expenditures)</b>	
Lower Level Renovation Expenses	430.14
Other	<u>221,653.76</u>
<b>Total Excess Revenues/(Expenditures)</b>	<b><u>222,083.90</u></b>
<b>Total Fund Balances</b>	<b><u>780,109.95</u></b>
<b>Total Liabilities &amp; Fund Balances</b>	<b><u>2,146,624.92</u></b>

**Riverside Public Library**

**FINANCIAL REPORTS**

**For 10 Months Ending**

**October 31, 2025**

**UNAUDITED**



**The Riverside Public Library**  
**Statement of Revenues and Expenditures - Budget Report of Revenues-BRE**  
**From 10/1/2025 Through 10/31/2025**

	Current Period Actual	Current Year Actual 10 mos.ending 10/31/2025	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2023 Property Tax revenue	0.00	632,380.71	0.00	632,380.71	0.00%
2024 Property Tax Revenue	0.00	44,132.87	1,369,986.00	(1,325,853.13)	(96.78)%
Lower Level Bond revenue	0.00	107,450.00	123,000.00	(15,550.00)	(12.64)%
Total Property Taxes	<u>0.00</u>	<u>783,963.58</u>	<u>1,492,986.00</u>	<u>(709,022.42)</u>	<u>(47.49)%</u>
Inter Government Funds					
Per capita state grants	0.00	13,714.55	13,000.00	714.55	5.50%
Corporate Replacement Taxes	0.00	21,244.80	14,000.00	7,244.80	51.75%
Total Inter Government Funds	<u>0.00</u>	<u>34,959.35</u>	<u>27,000.00</u>	<u>7,959.35</u>	<u>29.48%</u>
Interest on Operating Funds					
Interest-Illinois Funds	<u>2,926.06</u>	<u>39,981.24</u>	<u>11,000.00</u>	<u>28,981.24</u>	<u>263.47%</u>
Total Interest on Operating Funds	<u>2,926.06</u>	<u>39,981.24</u>	<u>11,000.00</u>	<u>28,981.24</u>	<u>263.47%</u>
Fees for Services					
Fines	294.40	2,353.36	700.00	1,653.36	236.19%
Fax Fees	0.00	3.00	0.00	3.00	0.00%
SPOT revenue/'internet fees'	0.00	0.00	200.00	(200.00)	(100.00)%
Printing Fees	265.87	3,538.03	1,500.00	2,038.03	135.87%
Book & Video Sales	503.70	3,895.75	3,600.00	295.75	8.22%
Adult Replacement Fees	13.00	483.00	100.00	383.00	383.00%
CYS Replacement Fees	12.00	281.00	100.00	181.00	181.00%
ILL Fees	0.00	35.00	50.00	(15.00)	(30.00)%
Lost Book Credit	0.00	198.99	100.00	98.99	98.99%
The SPOT revenue	21.50	93.90	0.00	93.90	0.00%
Meeting Room Charges	125.00	200.00	200.00	0.00	0.00%
Total Fees for Services	<u>1,235.47</u>	<u>11,082.03</u>	<u>6,550.00</u>	<u>4,532.03</u>	<u>69.19%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	79.45	(8,103.70)	200.00	(8,303.70)	(4,151.85)%
Donations	4.70	111.80	0.00	111.80	0.00%
Total Miscellaneous Revenue	<u>84.15</u>	<u>(7,991.90)</u>	<u>200.00</u>	<u>(8,191.90)</u>	<u>(4,095.95)%</u>
Total Revenues	<u>4,245.68</u>	<u>861,994.30</u>	<u>1,537,736.00</u>	<u>(675,741.70)</u>	<u>(43.94)%</u>

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE  
From 10/1/2025 Through 10/31/2025

	Current Period Actual	Current Year Actual-10 mos.ending 10/31/2025	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Revenues</b>					
<b>Property Taxes</b>					
2023 Property Tax revenue	0.00	632,380.71	0.00	632,380.71	0.00%
2024 Property Tax Revenue	0.00	44,132.87	1,369,986.00	(1,325,853.13)	(96.78)%
Lower Level Bond revenue	<u>0.00</u>	<u>107,450.00</u>	<u>123,000.00</u>	<u>(15,550.00)</u>	<u>(12.64)%</u>
Total Property Taxes	0.00	783,963.58	1,492,986.00	(709,022.42)	(47.49)%
Inter Government Funds	0.00	34,959.35	27,000.00	7,959.35	29.48%
Interest	2,926.06	39,981.24	11,000.00	28,981.24	263.47%
Fees for Services	1,235.47	11,082.03	6,550.00	4,532.03	69.19%
Misc Revenue	84.15	(7,991.90)	200.00	(8,191.90)	(4,095.95)%
Total Revenues	<u>4,245.68</u>	<u>861,994.30</u>	<u>1,537,736.00</u>	<u>(675,741.70)</u>	<u>(43.94)%</u>
<b>Total Revenue</b>	<u>4,245.68</u>	<u>861,994.30</u>	<u>1,537,736.00</u>	<u>(675,741.70)</u>	<u>(43.94)%</u>
<b>Expenditures</b>					
Personnel Services	74,055.51	814,609.83	997,800.00	183,190.17	18.36%
Supplies	1,082.64	12,274.65	16,000.00	3,725.35	23.28%
Contractual Services	11,194.42	74,153.28	118,000.00	43,846.72	37.16%
Information Services	2,275.51	30,042.66	39,150.00	9,107.34	23.26%
Electronic Resources	9,328.42	47,957.89	69,700.00	21,742.11	31.19%
Children/Youth Services	298.41	6,997.17	12,350.00	5,352.83	43.34%
Marketing/Public Relations	4,508.79	22,038.47	28,200.00	6,161.53	21.85%
Administration	949.59	61,074.21	218,150.00	157,075.79	72.00%
Technology	(27.92)	16,952.17	27,500.00	10,547.83	38.36%
Total Expenditures	<u>103,665.37</u>	<u>1,086,100.33</u>	<u>1,526,850.00</u>	<u>440,749.67</u>	<u>28.87%</u>
<b>Miscellaneous Expenses</b>					
Misc Expenses	0.00	24,159.61	0.00	(24,159.61)	0.00%
Total Miscellaneous Expenses	<u>0.00</u>	<u>24,159.61</u>	<u>0.00</u>	<u>(24,159.61)</u>	<u>0.00%</u>
<b>Total Expenditures</b>	<u>103,665.37</u>	<u>1,110,259.94</u>	<u>1,526,850.00</u>	<u>416,590.06</u>	<u>27.28%</u>
<b>Excess Revenues(Expenditures)</b>	<u>(99,419.69)</u>	<u>(248,265.64)</u>	<u>10,886.00</u>	<u>(259,151.64)</u>	

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE  
From 10/1/2025 Through 10/31/2025

	Current Period Actual	Current Year Actual- 10 mos.ending 10/31/2025	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Personnel Services</b>					
Staff Salaries	60,029.95	662,547.81	810,000.00	147,452.19	18.20%
Health & Life Insurance	5,998.11	62,889.60	74,000.00	11,110.40	15.01%
Employer's Portion - IMRF	3,623.42	40,105.60	50,000.00	9,894.40	19.79%
Employer's Portion - FICA	4,382.16	48,286.49	62,000.00	13,713.51	22.12%
Unemployment Comp Expense	21.87	780.33	1,800.00	1,019.67	56.65%
<b>Total Personnel Services</b>	<b>74,055.51</b>	<b>814,609.83</b>	<b>997,800.00</b>	<b>183,190.17</b>	<b>18.36%</b>
<b>Supplies</b>					
Office Supplies	179.45	2,225.72	2,500.00	274.28	10.97%
Library Supplies	462.22	1,651.70	3,000.00	1,348.30	44.94%
Building Maintenance Supplies	460.97	7,121.28	9,000.00	1,878.72	20.87%
Ink Cartridges	(20.00)	1,275.95	1,500.00	224.05	14.94%
<b>Total Supplies</b>	<b>1,082.64</b>	<b>12,274.65</b>	<b>16,000.00</b>	<b>3,725.35</b>	<b>23.28%</b>
<b>Contractual Services</b>					
Janitorial	2,000.00	20,000.00	30,000.00	10,000.00	33.33%
Water	475.94	2,198.67	4,000.00	1,801.33	45.03%
Gas	230.71	9,529.68	15,000.00	5,470.32	36.47%
Building Maintenance	5,408.79	20,250.82	32,000.00	11,749.18	36.72%
Small Equipment Maintenance	656.15	906.15	1,000.00	93.85	9.38%
Equipment Maintenance	1,605.87	13,289.18	20,000.00	6,710.82	33.55%
Furnishings & Equipment	0.00	0.00	5,000.00	5,000.00	100.00%
Copier Rental & Maintenance	816.96	7,978.78	11,000.00	3,021.22	27.47%
<b>Total Contractual Services</b>	<b>11,194.42</b>	<b>74,153.28</b>	<b>118,000.00</b>	<b>43,846.72</b>	<b>37.16%</b>
<b>Electronic Resources</b>					
On-line Data Bases	2,990.15	18,549.19	32,000.00	13,450.81	42.03%
SWAN Computer	5,978.50	23,633.00	30,000.00	6,367.00	21.22%
Internet Expense	238.79	2,387.90	3,200.00	812.10	25.38%
Patron Subscription services	120.98	3,387.80	4,500.00	1,112.20	24.72%
<b>Total Electronic Resources</b>	<b>9,328.42</b>	<b>47,957.89</b>	<b>69,700.00</b>	<b>21,742.11</b>	<b>31.19%</b>
<b>Information Services</b>					
Books	1,279.55	15,564.68	20,500.00	4,935.32	24.07%
Standing Order Books	367.23	3,317.18	4,500.00	1,182.82	26.28%
Periodicals	440.00	8,388.17	10,000.00	1,611.83	16.12%
Videos	171.93	2,125.54	3,000.00	874.46	29.15%
Library of Things expenses	0.00	237.25	500.00	262.75	52.55%
The SPOT expenses	16.80	409.84	650.00	240.16	36.95%
<b>Total Information Services</b>	<b>2,275.51</b>	<b>30,042.66</b>	<b>39,150.00</b>	<b>9,107.34</b>	<b>23.26%</b>
<b>Children/Youth Services</b>					
CYS Juvenile Books	146.21	3,253.48	5,000.00	1,746.52	34.93%
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	0.00	850.96	2,000.00	1,149.04	57.45%
CYS Easy Books	78.45	2,351.75	3,000.00	648.25	21.61%
CYS DVD	0.00	329.32	700.00	370.68	52.95%
CYS Toys & Puzzles	0.00	34.98	100.00	65.02	65.02%
CYS Storytime Resources	0.00	16.99	100.00	83.01	83.01%
CYS STEAM	73.75	159.69	400.00	240.31	60.08%
<b>Total Children/Youth Services</b>	<b>298.41</b>	<b>6,997.17</b>	<b>12,350.00</b>	<b>5,352.83</b>	<b>43.34%</b>
<b>Marketing/Public Relations</b>					

**The Riverside Public Library**  
**Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE**  
**From 10/1/2025 Through 10/31/2025**

	Current Period Actual	Current Year Actual- 10 mos.ending 10/31/2025	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS Programming	293.04	930.07	1,000.00	69.93	6.99%
Adult Programming	1,027.32	4,569.16	5,000.00	430.84	8.62%
Library Programs	0.00	485.00	1,000.00	515.00	51.50%
Advertising Expenses	0.00	297.70	5,000.00	4,702.30	94.05%
Binding	0.00	0.00	200.00	200.00	100.00%
Newsletter Expense	3,188.43	15,756.54	16,000.00	243.46	1.52%
<b>Total Marketing/Public Relations</b>	<b>4,508.79</b>	<b>22,038.47</b>	<b>28,200.00</b>	<b>6,161.53</b>	<b>21.85%</b>
<b>Administration</b>					
Shipping Charges	66.00	525.79	600.00	74.21	12.37%
Legal Services	0.00	5,311.52	5,000.00	(311.52)	(6.23)%
Credit Bureau	59.10	620.55	600.00	(20.55)	(3.42)%
Telephone	489.39	5,106.39	7,500.00	2,393.61	31.91%
Postage	31.30	594.52	1,000.00	405.48	40.55%
Treasurer's Bond	0.00	500.00	1,000.00	500.00	50.00%
Liability Insurance	0.00	24,597.03	27,000.00	2,402.97	8.90%
Audit Fees	0.00	4,240.00	4,500.00	260.00	5.78%
Travel	0.00	76.95	100.00	23.05	23.05%
Seminars,Conferences,Meetings	0.00	169.90	400.00	230.10	57.52%
Membership Dues	0.00	575.00	750.00	175.00	23.33%
Accounting Expenses	197.89	2,272.19	5,000.00	2,727.81	54.56%
Staff Development	56.14	1,355.90	4,000.00	2,644.10	66.10%
Bond repayment	0.00	11,500.00	123,000.00	111,500.00	90.65%
Credit Card/Bank Fees	14.59	254.48	700.00	445.52	63.65%
Miscellaneous Expense	24.99	2,844.68	8,500.00	5,655.32	66.53%
Board Expense	10.19	529.31	1,000.00	470.69	47.07%
Capital Expense	0.00	0.00	27,500.00	27,500.00	100.00%
<b>Total Administration</b>	<b>949.59</b>	<b>61,074.21</b>	<b>218,150.00</b>	<b>157,075.79</b>	<b>72.00%</b>
<b>Technology</b>					
Technology Supplies	(37.91)	617.71	1,000.00	382.29	38.23%
Computer Consultant	0.00	320.00	2,000.00	1,680.00	84.00%
Network Maintenance	0.00	99.99	2,000.00	1,900.01	95.00%
Computer Hardware & Equipment	0.00	3,864.32	6,000.00	2,135.68	35.59%
E-Library Subscription Svs	9.99	11,939.41	14,500.00	2,560.59	17.66%
Computer Software	0.00	110.74	2,000.00	1,889.26	94.46%
<b>Total Technology</b>	<b>(27.92)</b>	<b>16,952.17</b>	<b>27,500.00</b>	<b>10,547.83</b>	<b>38.36%</b>
<b>Total Operating Expense</b>	<b>94,336.95</b>	<b>1,038,142.44</b>	<b>1,457,150.00</b>	<b>419,007.56</b>	<b>28.76%</b>
<b>Miscellaneous Expenses</b>					
Lost ILL Expense	0.00	(840.39)	0.00	840.39	0.00%
Transfer to Other Funds	0.00	25,000.00	0.00	(25,000.00)	0.00%
<b>Total Miscellaneous Expenses</b>	<b>0.00</b>	<b>24,159.61</b>	<b>0.00</b>	<b>(24,159.61)</b>	<b>0.00%</b>
<b>Total Budgeted Expenses</b>	<b>103,665.37</b>	<b>1,110,259.94</b>	<b>1,526,850.00</b>	<b>416,590.06</b>	<b>27.28%</b>

**Riverside Public Library**  
**List of credit card charges**  
**Check dated 10/16/2025**

9.99	Cricut	Monthly Subscription
24.99	Netflix	Monthly Subscription
29.99	Hulu	Monthly Subscription
17.00	USPS	Postage
66.00	Mobile Beacon	Internet Service
440.00	Chicago Tribune	Subscription

587.97

**Amazon Charges Summary**  
**10/01/25 - 10/31/25**

13.83	Due from FOL
30.95	Office Supplies
64.09	Library Supplies
80.54	CYS Supplies
58.13	Books - Fiction
171.93	Movies - Fiction
16.80	SPOT
73.75	STEAM
14.82	Adult Programming
24.99	Misc
11.59	Tech Supplies
10.19	Board Expense
13.87	Building Maintenance Supplies
14.24	Building Maintenance
428.37	Equipment Maintenance
<b>1,028.09</b>	<b>Total</b>

Architectural Proposal

October 14th, 2025

Janice Foley, Director  
Riverside Public Library  
1 Burling Road  
Riverside, IL 60546

The scope of the work for your exterior ramp renovation and site improvements at 1 Burling Road as discussed with Ken Circo is as follows:

1. *The existing ADA ramp will be removed and a new code compliant ramp designed to connect ground level with the existing side entry door location will be explored. We will seek design opportunities that afford a more efficient design with ample clearances and an aesthetically pleasing overall composition.*
2. *A site plan focused on the existing main entry and the proposed ramp will be composed to include masonry retaining walls, plantings, and proposed exterior lighting.*
3. *All new /renovated spaces will aim to complement and enhance the existing building & site's architectural features.*

Basic Services- The architectural services for this project will be broken down into the list below.

**Part 1- Design & Feasibility Study**

1. **As Builts / Existing Conditions Survey:** \$ 2,160  
We will come out to take measurements confirming overall dimension provided in PDF copy of the HABS document obtained prior to our visit. This includes taking photos of the main entry and the ramp area and gathering floor level and ceiling heights to generate a site plan, 2 floor plans, and 2 exterior elevations reflecting the as built/ existing conditions
2. **Building & Zoning Code Study** (Including 1 screen share call) \$ 520  
This phase includes reading through any zoning and building department codes to ascertain all applicable restrictions relative to the scope of work listed above.
3. **Schematic Design** (Including 2 design meetings ) \$ 3695  
We will prepare two floor/site plan options for our 1st meeting. Based on your comments, we'll revise an option you may be favoring or combine aspects of each going forward to our 2<sup>nd</sup> meeting where we will present revised plans, with corresponding exterior elevation and an initial perspective view. We will revise these drawings as per your comments and confirm revisions. By the end of this phase, we will arrive at a design represented with a floor plan, Site plan, 2 elevations, and 1 perspective sketch reflecting choices made in our meeting discussions

**Part 2 – Final Drawings & Construction**

4. **Design Development** (Including 1 meeting & 1 screen share call) \$2810\*  
We'll coordinate with our structural engineer to verify sizes of structural supports including footings, retaining walls, and railing spacing and attachments and integrate those, into the design. For our scheduled meeting we will prepare 1/16" site plan ¼" scale floor plans, and 1/4" scale exterior elevations of the proposed ramp and railings shown in its immediate context. We'll revise drawings as per meeting comments and schedule a screen share call to confirm those revisions.

5. **Construction Documents** (Including 1 meeting & 1 call) \$4760\*

We'll refine all **Design Development** drawings with notes and dimensions and prepare details setting forth the design, type, extent, and location of materials, components, and systems. The drawings will also provide information for any required permit review and approval process by the Village of Riverside. There will be 1 meeting to review details and to go over electrical switching and any pertinent outdoor lighting layouts. We'll revise drawings as per meeting comments and will email them for your review and schedule a call to confirm revisions. A set of drawings will be issued for final bidding purposes. The remaining budgeted time will be used to prepare subsequent "permit" and "construction" drawing sets listed below in item 6 and 9.

6. **Permit Coordination** (Includes 2 Submissions) \$1950\*

We'll prepare a permit application and coordinate with you and the contractor to obtain the required signed documents. Upon receiving comments from the village, we will make the required changes and submit corrections. After obtaining the permit, a final set of drawings labeled "issued for construction" will include drawings created to address permit comments. The permit fee represents two submissions that may be required for approval including the first initial drawing submission, followed by a second that may have edits to drawings or notes identified by comments by the village that require a response and resubmission in order to properly address them. Additional submissions or comments from the village that require actual design alterations and/or additional details will be performed hourly and discussed with you prior to proceeding.

7. **Construction Administration** (Includes 5 Site Meetings) \$1300\*

Includes attendance at construction meetings, checking of shop drawings, consultation with you and the contractor to confirm that construction is proceeding in accordance with the drawings. Fee based on 5 visits during a 15-week construction period constituting 1 Architect and 2 Draftsperson hours per visit, distribution may vary. Additional meetings or requested drawings requiring more hours than those listed will be agreed to at the time of construction.

For **Basic Services** as described, Turn Collaborative LLC proposes the following hourly fee structure estimated to be the following:

<b>Design/Feasibility Study- fixed fee</b>	<b>\$ 6,375</b>
<b>Final Drawings &amp; Construction</b> - estimated/not to exceed	<b>\$ 10,820</b>
<b>Total: Architectural Basic Services</b>	<b>\$ 17,195</b>

We estimate an approximate 240-hour effort through 3 phases. Hours will be distributed between a rate of \$130 for Architect and \$65 for Draftsperson. Actual distribution of hours in each phase may vary.

\*Part 2 fee is estimated and may adjust depending on:

1. Final scope and complexity determined at the end of Part 1
2. Total Architectural Fee, including Structural Engineering, confirmed to be below 10% or above 15% of construction pricing established after Part 1. Part 2 fees will be revisited to see if we are able to adjust for less time/fee or need to consider more in order to successfully work through the Part 2 phases.
3. Work continuing beyond the attached schedule may necessitate additional hours.

Consultants- We will contract with a structural engineer and will obtain final fee pricing after  
 Schematic Design/Preliminary Pricing      Total: Structural Engineering-Estimated      \$ 1,500

Additional Services- Additional Services not listed below will be worked on only if they are approved in advance by you. They will be performed at the hourly rates we list above on page 2. Some possible Additional Services relevant to your project are listed below.

8. **Preliminary Pricing\*** Includes 2 Site Walk Meetings- **\$1800**

We'll write a narrative describing what's known in terms of materials and equipment immediately following **Schematic Design**. The narrative, **Schematic Design** drawings with added notation, and demolition floor plans to be drafted, will be distributed to 2 general contractors for bids. This includes a site meeting with each general contractor. Coordination for any bid analysis or for changes to the design, to meet an established construction budget will be done hourly in addition to this fee and discussed with you prior to proceeding.

9. **Administration of Bidding & Negotiation\*** Includes 3 Site Walk Meetings- **Hourly**

As you and your team deem it necessary, we will assist with aspects of the following:

1. Distribute the **Construction Documents** drawings with an invitation to bid to 3 contractors and schedule 3 site-walk meetings.
2. Attend site walk meetings to field questions and document requests for clarification.
3. Post meeting questions requiring addendum documentation or drawings serving to clarify drawings or budgetary concerns, and/or any bid analysis will be performed hourly and discussed with you prior to proceeding. We'll include any addendum drawings in the final set labeled "issued for permit".

10. **Coordination with the Zoning Department or Landmarks** **Hourly**

We will discuss the amount of time we may need to:

1. Coordinate with the Zoning department in the unlikely case we need variance, administrative adjustment, or zoning change coordination.
2. Coordinate with Landmarks for any additional documentation, presentation drawings, and/or attendance at a Landmarks design review.

11. **Design Considerations & Material Selection** **Hourly**

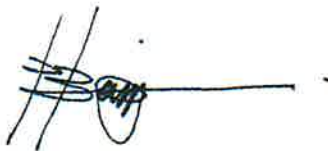
We will discuss the amount of time we may need for the following:

1. Design considerations leading to floor plan or elevation changes after **Schematic Design**.
2. Materials including lighting fixtures identified by us.
3. Additional meetings and associated revisions and/or services required during **Basic Services** including the conditions listed in items 6-8 above.

Upon acceptance, please sign this page and return a PDF copy. We will transfer proposal terms to an agreement form between Owner and Architect and send for your review.

I look forward to working with you and your team on this transformation to your building.

Sincerely,



Paul A. Benigno-Architect- turn LLC

Accepted by \_\_\_\_\_ date \_\_\_\_\_

Tuesday, October 14, 2025

10/14/2025 10:00 AM  
 10/14/2025 10:00 AM  
 10/14/2025 10:00 AM  
 10/14/2025 10:00 AM

**ESTIMATED PROJECT SCHEDULE**

TASK	PERFORMED BY	DURATION	START	FINISH
<i>Feasibility Study</i>				
<b>As Builts-Existing Conditions Survey</b>	<i>architect</i>	1-2 Week	11/13/2025	11/25/2025
<b>Zoning &amp; Building Code Study</b>	<i>architect</i>	coincide with As Builts		
<b>Schematic Design</b>	<i>architect</i>	5 Weeks	11/26/2025	1/7/2026
<b>Preliminary Pricing</b>	<i>general contractor</i>	3-4 Weeks	1/8/2026	2/4/2026
<i>Final Drawings &amp; Construction</i>				
<b>Design Development</b>	<i>architect</i>	3 Weeks	2/11/2026	3/4/2026
<b>Construction Documents</b>	<i>architect</i>	5-6 Weeks	3/5/2026	4/14/2026
<b>Final Bidding &amp; Negotiation</b>	<i>general contractor</i>	3-4 Weeks	4/15/2026	5/11/2026
<b>Permit Review</b>	<i>Village Of Riverside</i>	4-8 Weeks	5/12/2026	TBD
<b>Construction Start -Estimated</b>			7/1/2026	

Note: The dates shown are estimated and will be refined as a part of the Feasibility Study.

## PROPOSAL FOR SERVICES

November 6, 2025

Ms. Janice Foley, Director  
Riverside Public Library  
1 Burling Road  
Riverside, IL 60546

Re: Exterior ADA Ramp Replacement 1 Burling Road Riverside, Illinois 60546
--

Dear Ms. Foley,

Thank you for the opportunity to meet with Ken Circo to review and discuss your upcoming project. We are pleased to provide the following proposal for services. The following outline identifies the project scope, proposed services, and schedule of fees which we feel are appropriate for your project. If this proposal is accepted, we will commence our professional services as described below.

I. **SCOPE OF WORK:** Our understanding of the scope of work is as follows:

- A. Replace your existing exterior entrance ramp with a new ramp complying with ADA/IAC (Americans with Disabilities Act as adopted by the Illinois Accessibility Code).
  - 1. The new ramp cannot exactly follow the path of the existing ramp and comply with current codes.
  - 2. As the Library is a historic building, the ramp design is subject to approval by pertinent boards.
  - 3. We discussed having the new ramp off the same walk as the main entrance.
- B. Produce documents that help all:
  - 1. Establish the parameters of what is allowed by the local municipality in terms of both code and zoning.
  - 2. Visualize the massing of the concepts and the arrangement of spaces.
  - 3. Procure permits and construct the project.
- C. Available Documents:
  - 1. Sketch on grid paper of the proposed space (we took a photo).
  - 2. Thirty-six interior and exterior photos taken by Berneche2 Architecture 2025-1017.

II. **BASIC SERVICES and PHASES of the PROCESS:**

- 1. Pre-Design Phase:
  - a. Zoning Analysis: we will assume this is not required.
  - b. Develop a CAD base floor plan to develop concepts to scale.
- 2. Programming and Schematic Design Phases: (Space Planning and development):

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- a. Programming: Discussing, confirming the spaces and features project is to have. Also discussing project goals, prioritizing them, styles, and any unique features the house is to have.
3. Schematic Design:
  - a. Freehand sketches of concepts for consideration. Up to three (3) concepts with minor variations will be provided as part of this fee. This is where we can review various layouts and look at the pros and cons of placement of various amenities.
4. Design Development:
  - a. Development of the chosen Concept into more constructible to-scale floor plans showing walls, doors, windows, casework, furniture layouts, and 3D-imagery using CAD (computer).
  - b. Finalize code analysis with the applicable codes and ordinances. Unless otherwise approved by the local authority, we shall provide a layout and design of the structure which complies with all current ordinances and covenants.
  - c. Define and consider primary construction methods for consideration in cost estimating, including materials research.
5. Construction Documents:
  - a. These are working drawings suitable for code compliance, building permit procurement, and construction concepts detailed to a degree we determine necessary. Construction Documents will include all architectural and structural, and scope of work documents for base building.
  - b. Preparation of construction documents for the development of work scope for permit review, and competitive bidding if desired.
  - c. Coordination with consulting engineers where it might be applicable. Plumbing, mechanical, and electrical engineering are to be provided by others.
  - d. Determine and provide the amount of detail necessary for Construction Documents based on the team members on board (contractors and other designers) and based on drawings required for a building permit.
  - e. Specifications (technical notes and product information) will be General Notes on drawings versus a project manual book.
6. Bidding and Permit Review
  - a. Prepare the necessary documents and submit the project to the pertinent municipality for Permit Review: Village of Riverside, Illinois.
  - b. Address review comments raised in the code review process.
  - c. Address contractor questions during the bidding process.
  - d. Fill out the permit application and submit drawings for the permit on your behalf, with permit and review fees paid by you.
  - e. We are licensed in the State of Illinois and will seal & sign architectural documents.
7. Construction Administration (during the project construction phase):

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- a. We do not include services for this phase. If you request services at this phase they will be billed at the same hourly rates quoted or other phases.
  - b. Typical services included in this phase:
    - i. Supervising construction for code compliance and design compliance. Reports will be in the form of an email with photos.
    - ii. Review of shop drawings.
    - iii. Addressing contractor questions and assisting with issues that arise.
8. Deliverables in all phases above:
- a. For each phase, we will present you and your team members (e.g.: contractors, interior designers, etc.) with PDFs of the work done. We will also provide you with the cad files as a record set when the project construction is complete.
  - b. We can provide contractors with cad files to develop shop drawings via email upon request. We use AutoCAD and Architectural Desktop, and all the scheduling features, and will format cad files that can be used by any consultants who need them (mechanical contractor, kitchen planner, etc.)
  - c. Hard copies can be sent to you upon request. Our drawings are formatted 24x36 and will be sent to a print shop. This is a reimbursable cost with a 15% handling fee.

**III. PROPOSED FEES:**

- A. Basic Services: We propose the following fees for each project phase. These are "not to exceed" fees that will be charged at a rate of \$130/hour only for hours expended. We will proceed with phases 0 and 1, and only proceed with subsequent phases after receiving your authorization in writing:

Phase	Description (Phase one except where noted)	Hours	\$120/Hour
1	PRE-DESIGN	4	\$0,520.00
2	PROGRAMMING and SCHEMATIC DESIGN	4	\$0,520.00
3	DESIGN DEVELOPMENT	8	\$1,040.00
4	CONSTRUCTION DOCUMENTS	20	\$2,600.00
5	BIDDING AND PERMIT	8	\$1,040.00
6	CONSTRUCTION ADMINISTRATION	0	\$0,000.00
A	TOTAL ARCHITECTURAL	44	\$5,720.00
S	SURVEY by CARRADUS LAND SYRVEY	FIXED	\$1,775.00
T	TOTAL FEE NTE		\$7,495.00

- B. Our services include construction documents for architectural, surveying, plumbing, conventional structural, and electrical layout. If mechanical or electrical engineering is required, we will need to hire a pertinent engineer, as an additional service.

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- C. The not to exceed is for the total hours quoted, and we reserve the right to borrow hours from other phases if necessary.
- D. We will get authorization from you IN WRITING at the beginning of each phase before proceeding with subsequent phases.
- E. Method of Payment:
  - 1. **Retainer:** you are to provide a retainer of **\$2,500.00** along with a signed copy of this proposal prior to our commencing work. This includes the survey fee.
  - 2. We will submit regular invoices for work performed and reimbursable items incurred. This will typically be at the end of each phase or monthly unless there has been minimal activity for the applicable month.
  - 3. With each invoice, we will include an invoice log summarizing invoices to date, which will track the number of hours spent on each phase.
  - 4. Payment for the amounts invoiced is due within 30 days of the invoice date. Invoices will be delivered electronically via email unless otherwise requested.
  - 5. Invoices not paid within 30 days will be charged 1.75% interest per month (21% per annum) unless the Owner contacts the Architect makes other arrangements prior to the end of the 30-day period.
  - 6. We reserve the right to cease work should any payment of any portion of any invoice be 60 days or more in arrears.
  - 7. The Architect shall be entitled to recover all costs incurred, including reasonable attorney fees, in collecting any amounts due and owing to it for design services or reimbursable expenses relating to the project.
  - 8. We accept payments by check (preferred) and cash.
  - 9. We accept credit card payments by phone. We will enter your cc number into our Clover online payment portal, and we will not save your card information. We have a 2% service charge for credit card payments.
  - 10. We do not use payment apps such as Zelle or Venmo.
- F. The design, documentation, and administrative compensation for the basic services as outlined above, and any approved additional services, will be computed at our standard hourly rates as follows:

Architectural Staff.....	\$120.00/hr.
Public Appearance .....	\$135.00/hr.
Travel Time.....	\$35.00/hr.
- G. Reimbursable expenses:
  - 1. For purchases, these will be billed at direct cost, plus fifteen percent (15%).
    - a. Such items include drawing reproduction, printing, delivery service, postage, pre-payment of permit fees by Berneche2, and any other necessary supplies.
  - 2. For permit fees initially paid by us, these will be billed back at direct cost, plus five percent (5%).
  - 3. Reimbursable expenses will be included in the invoice for the applicable period.

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#### IV. **ADDITIONAL SERVICES**

Any additional work required to be performed in area not specified in this agreement will be authorized by the owner prior to execution of additional services and will be billed at the standard hourly rates as stated above, or at the rates provided by the respective consultants. Such items include but are not limited to the following:

- a. Additional items outside of the scope defined under Scope of Work, including any additions. Also see paragraph V3.
- b. Any services that may be required by the municipality that require a licensed surveyor or civil engineer, including but not limited to a professional survey indicating property lines, topography, site utilities, drainage plans, etc.
- c. Detailed Site design or landscape architecture, including stormwater management design.
- d. Our fee includes standard structural engineering for basic structure. If the design involves more complicated elements than we can engineer (e.g., retaining walls, cantilevers), we will request the employment of a structural engineer. We will advise you if this is the case once known. The engineers we typically consult with have an hourly rate of \$175-\$220/hour.
- e. We will prepare paperwork for Permits and submit it on your behalf if you wish. However, permit and filing fees will be paid by you directly to the municipality.
- f. Large-format printing (36 x 24 sheets) provided at cost + 15% handling.
- g. Major design revisions after commencement of the Construction Document Phase.
- h. Any detailed and realistic three-dimensional presentation materials (renderings) that indicate finishes and true-to-life appearance, including but not limited to computer-generated perspectives, physical models, or color renderings. However, basic 3D images will be generated from the AutoCAD software files to allow you to visualize the spaces being developed as part of the base fee.
- i. Fees for other unique engineering systems such as mechanical and electrical (apart from layouts), lawn sprinklers, fire suppression systems, security systems, technology systems, etc.
- j. Interior Design Services and other scope items. We are happy to provide directions where necessary such as finding an interior or kitchen designer to work with.
- k. Soil Borings and Construction Materials Testing. We recommend having these done. Without them by code we must assume soil bearing pressure of 1,500 PSF (pounds per square foot).

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## V. **STANDARD TERMS AND CONDITIONS:**

These Standard Terms and Conditions are incorporated by reference into and made a part of the proposal and agreements between Berneche2 Architecture, PC and Client. In the event of a conflict between these Standard Terms and Conditions and any proposal or agreement between Berneche2 Architecture, PC and Client, these Standard Terms and Conditions shall govern.

1. Parties. "Client" shall be the party identified as such in the proposal or agreement, or, if none is defined, shall be the party to whom the proposal or agreement is addressed. "Architect" or "Berneche2" shall mean Berneche2 Architecture, PC.

2. Client and Project Information. The Client shall provide full information regarding the Project, including a survey, all known site conditions, restrictions, easements, and legal requirements applicable to the property, a program, setting forth objectives, schedule, constraints, a budget with reasonable contingencies, and criteria for rendition of services by the Architect. Architect shall be entitled to rely on the accuracy and completeness of all information and services provided by Client.

3. Scope of Services. The Architect's scope of services shall include only those services identified in the proposal or agreement. The duties, responsibilities, and limitations of authority of the Architect shall not be restricted, modified, or extended without a signed, written agreement between the Client and the Architect. Neither Client nor Architect shall make changes to the other's instruments of service.

4. Additional Services. Services requested, authorized, or confirmed in writing, signed, or initialed by the Client and not described above constitute Additional Services compensable as set out hereafter ("Additional Services"). Such Additional Services shall include but shall not be limited to: (a) budget analysis; (b) financial feasibility studies; (c) planning surveys; (d) environmental studies; (e) measured drawings of existing conditions; (f) coordination of construction or project managers; (g) detailed construction cost estimates; (h) quantity surveys; (i) inventories of materials or equipment; (j) preparation of record drawings; and (k) any other services not otherwise expressly included in the proposal or agreement, or not customarily furnished as basic services in generally accepted Architect basic services. Time spent by the Architect providing Additional Services shall be billed at the rates set forth above for the Hourly Fee Schedule and enclosed to the Client by monthly Invoice subject to all the terms and conditions governing said Invoices.

5. Schedule, Budget, and Standard of Care. Architect agrees to perform its services in a manner that is consistent with the degree of care and skill ordinarily exercised by members of the same profession under similar circumstances. Architect shall perform its services as expeditiously as is consistent with reasonable skill and care. In providing services under this agreement, Architect makes no warranties or guarantees concerning its services or of the outcome of contemplated Project. Architect's opinions or evaluations of the Project's budget and estimates of construction cost prepared by Architect represent Architect's judgment as a design professional familiar with the industry. Client understands that neither Client nor Architect can control the costs of labor, materials or prices under market conditions existing at the time of bidding. As such, Architect cannot and does not warrant or guarantee that the bids or final construction cost will not exceed any estimates given by Architect. If Client has retained or intends to retain separate contractors, consultants, and other professionals about the Project, Architect shall not be responsible for the work, services, acts, errors or omissions of such separate contractors, consultants, and other professionals.

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6. Construction Observation. If Architect's services include construction phase observation of the work in progress, The Architect's responsibilities during construction observation shall consist of the following duties:

- a. Act as a representative of the Client at the site of the Project, with authority only as provided herein. Architect shall (i) have the authority but not the duty to reject work which does not conform to the Architect's Contract Documents; (ii) have the authority but not the duty to require additional inspections or testing of the work whenever, in the Architect's reasonable opinion, same is necessary or advisable for the implementation of the intent of the Architect's Contract Documents; (iii) have the authority to review and approve or take other appropriate actions upon the Contractor's submittals such as Shop Drawings, Product Data and Samples required by the Architect's Contract Documents, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents, *provided however*, that the Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component; and with prior written approval from Client (iv) prepare and recommend that Client issue Change Orders and Construction Change Directives, along with supporting documentation and data;
- b. Advise and consult with the Client during construction on the Project until the final payment to the Contractor is due and, as an Additional Service, during any period thereafter in which changes are to be made by the Contractor;
- c. Visit the project site to observe the Work in order to become generally familiar with the progress and quality of the Work included in Architect's Contract Documents and completed to date and to determine whether, in general, the Work included in the Architect's Contract Documents is being performed by the Contractor in a manner consistent with the requirements of the Architect's Contract Documents: (i) at intervals which are appropriate, in the Architect's reasonable discretion, to the stage of construction; or (ii) as otherwise agreed to by the Client and Architect in writing, provided however, that in no event shall the Architect be required to make exhaustive or continuous on-site inspections in order to check the quality or quantity of the Work, nor shall Architect be responsible for or review for any of Contractor's means, methods, techniques, sequence or procedures, or for safety precautions in connection with the Work, since these are solely the responsibility of the Contractor. Based upon said observations, the Architect shall keep the Client reasonably informed of the progress and quality of Work and endeavor to guard Client against defects and deficiencies in the work in the exercise of reasonable care;
- d. If included in Architect's scope of services, review and clarify amounts due to the Contractor based on the Architect's observations at the site and evaluation of the Contractor's applications for payment. The Architect's certification for payment constitutes a representation to the Client, based upon the Architect's observations at the site and on the data contained in the Contractor's application for payment, that the Work represented therein, to the best of the Architect's knowledge, information and belief, has progressed to the point indicated thereon, and that the quality of the Work is in general accordance with all the Contract Documents, provided however, that the issuance of such a certification for payment is not a representation that the Architect has: (i) made an exhaustive or continuous on-site inspection to check the quality or quantity of the Work done by the Contractor; (ii) reviewed the construction means, methods, techniques, sequences or procedures used by the Contractor; (iii) reviewed copies of requisitions received from Subcontractors or material suppliers; or (iv) ascertained how or for what purpose the Contractor has used money previously paid under the terms hereof;
- e. Conduct observations to determine conformity with the dates of Substantial Completion and Final Completion and to issue a final Certificate of Payment.

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f. Assist in receiving and forwarding to the Client written warranties and related documents required by the Contract Documents assembled by the Contractor with respect to the Work described in Architect's Contract Documents; and,

g. Upon written request of the Client or the Contractor, to interpret and decide matters concerning performance thereof under the requirements of the Contract Documents. The Architect's response to such requests shall be made with reasonable promptness. When making such interpretations and decisions, the Architect shall not be liable for results of interpretations or decisions so rendered in good faith.

h. The Architect's responsibilities during the Construction Observation Phase shall not extend to (i) Construction means, methods, techniques, sequences or procedures used by the Contractor; (ii) Safety precautions or programs in connection with the Work; (iii) The Contractor's schedules or failure to carry out the Work in accordance with the Contract Documents; (iv) Acts or omissions of the Contractor, its Subcontractors, nor the employees, agents, assigns, materialmen or independent contractors of either, or of any other person performing portions of the Work.

7. Payment. Client agrees to pay Architect within 30 days of Architect's invoice, regardless of whether Client has been paid by the Project's owner or other third party. Invoices unpaid after 30 days shall accrue interest at the rate of **1.75% percent per month/21% per annum**. The Architect is willing to allow for an extension beyond the above 30-day stipulation only if Client requests such in writing prior to the 15<sup>th</sup> day outstanding of the invoice. Should Client fail to pay any amounts due hereunder or for any other services under any other agreements between Client and Architect, and such non-payment exceeds 45 days, Architect may, without prejudice to any other rights and remedies, suspend services on all agreements between Client and Architect until all amounts due are paid in full. In addition, at Architect's option, Client may be required to provide reasonable evidence of financial ability to perform Client's obligations under this Agreement. In the event of such suspension of services by Architect, should Client continue to fail to pay all amounts due in full by the close of business on the thirtieth (30<sup>th</sup>) day following suspension by Architect, then Architect may, without prejudice to any other rights and remedies, terminate the agreement or agreements between Client and Architect and recover damages. In the event of any suspension of services or termination by Architect for Client's failure to timely pay Architect, or if Architect must enforce the terms of the agreement between Client and Architect, Architect shall have no liability for delays in the progress of the Work and Architect shall be entitled to recover its costs of early suspension or termination, remobilization and reasonable attorneys' fees, costs, and expenses.

8. Dispute Resolution. Any proposals or agreements between Client and Architect shall be governed by the laws of the State of Illinois without regard to its conflict of law rules. All disputes between Client and Architect shall be resolved by litigation in the State or Federal Courts of or located in Illinois.

9. Electronically Transmitted Data. Data, design information, specifications, CAD files, or other information transmitted electronically are provided for Client's convenience but are "as-is" without warranty of media, content, or compatibility with Client's systems. Client acknowledges and accepts the risk and responsibility for damages to Client's hardware or software related to the use or transfer of Architect's electronic data. Client understands that Architect cannot be responsible for unauthorized changes in electronic data and that differences may exist between electronically delivered or transmitted data and the paper, hard copy of instruments of service. In the event of any conflict between Architect's electronically delivered or transmitted data and paper, hard copies of Architect's instruments of service, the paper, hard copies of Architect's instruments of service shall govern. Under no circumstances will the Architect's delivery or transmission of electronic data be deemed a sale. With respect to electronically delivered or transmitted

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data, Architect makes no warranties, either express or implied, of merchantability, compatibility, or fitness for any purpose.

10. Limitation of Liability and Mutual Waiver of Consequential Damages. The parties hereby waive, as against each other, any claims for incidental, special, exemplary, or consequential damages. In addition, Client understands and acknowledges that the design and construction process for this Project poses certain risks to both Architect and Client. Client further understands and acknowledges that the amount of risk that Architect will accept is tied, in part, to the amount of compensation received for services rendered. Architect's fee for the services offered is based on Client's agreement to limit Architect's liability as described below. Client further acknowledges that were it not for this promise to limit Architect's liability, Architect's compensation would be greater to address the risks posed by this Project. Client, therefore, acknowledges its right to discuss this provision with legal counsel and voluntarily agrees that, to the fullest extent permitted by law, Architect's total liability to Client for any and all injuries, claims, liabilities, losses, costs, expenses, or damages whatsoever arising out of or in any way related to the Project, the proposal or Agreement from any cause or causes including, but not limited to, Architect's negligence, errors, omissions, breach of contract or any other legal theory, shall not exceed the total compensation received by Architect under this agreement. This limitation of liability shall apply to Client's claims for damages as well as Client's claims for contribution and indemnity with respect to third party claims.

11. Insurance. Architect carries professional liability and general liability insurance and will provide Client with Certificates of Insurance evidencing their coverage upon request. If Client requires additional coverage not carried by Architect and such coverage is commercially available, Architect will procure such coverage at Client's expense. Client agrees to cause all contractors performing work on the project (including Client, if applicable) to cause Architect to be an additional insured on such contractors' general liability, employer's liability, and excess/umbrella liability coverages.

12. Successors and Assigns. Neither party shall assign this Agreement or any right or cause of action arising out of this Agreement or the performance of obligations hereunder without the written consent of the other.

13. Copyrighted Work and Publication: All documents produced by the Architect/Engineer are copyrighted by the certifying professional(s) indicated and are to be used solely for the project in which they are designated. The Architect/Engineer reserves the right to publish any of the documents produced for this project as the architect chooses (i.e.: website, awards, social media, etc.), including photographs of the final product for the Architect/Engineer's personal portfolio.

14. Photography of Final Construction: Client shall allow the Architect access to the finished facility for portfolio photographs at a mutually agreed completion point or shall provide us with photographs from their photographer for our use; photographer will be credited. All work will be published anonymously (no client name or project location will be stated) unless Client requests otherwise.

14. Entire Agreement. This Agreement represents the entire and integrated agreement between Client and Architect and supersedes all prior negotiations, representations, or agreements.

15. Third Parties. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, any third party.

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**VI. SIGNATURE:**

1. Your signature on this proposal indicates your understanding and acceptance of the project scope, services and fees as outlined above and authorizes the Architect/Engineer to proceed with the execution of services.
2. Our professional liability insurance provider requires a signed document for any coverage under this work prior to proceeding.
3. This proposal shall expire 60 days after the date of issue.

Provided that the terms and conditions set forth herein are satisfactory, please print and sign two copies. Return one executed copy of this Agreement to us for our records and keep one for your files. A scan of this signed page returned by email is also acceptable.

We appreciate this opportunity to provide you with this proposal, and we look forward to the chance to turn your dream into a reality.

Sincerely yours,  
berneche2 architecture, p.c.

A handwritten signature in black ink, appearing to read 'T. Berneche', written over a vertical line that extends downwards.

Timothy C. Berneche, NCARB  
Principal/Architect  
tcb/me

**Acceptance to proceed:**

On behalf of Riverside Public Library, I/we accept the above proposal, and authorize berneche2 architecture, pc to proceed with Phase #1. The Architect shall proceed with each subsequent phase only with our written notification:

**By:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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October was a month full of spooky, not so scary fun! Francesca planned a wonderful evening Halloween party called the Monster Mash. This is her second year planning this event and it is a great opportunity for families with school age children to celebrate Halloween at the Library.

We also had our morning Halloween Storytime and Parade. This was the biggest one we have had in a while, and it was great to have so many kids and their caregivers at the Library. Mandi and I enjoyed presenting the storytime. Thank you to staff members including Diane, Gabe, Amy, Brent, Mandi, Meagan and Janice for handing out goodies during the parade portion of the event and to Francesca for taking photos.

We also had the opportunity to participate in two trunk or treat events. Janice found and made so many great giveaways this year and made sure we had awesome decorations. Thank you to Janice, Diane and Francesca for staffing the Parks and Rec trunk or treat. Thank you to Francesca for staffing the Ames trunk or treat with me.

### **Highlights**

*Storytimes and Programs for Young Children*—People are loving the additional Tummy Time; I am so glad that Bridget suggested this addition. Monday and Friday storytimes are going well and were planned this month by Anne, Bridget and Mandi. Our Preschool Kindergarten Storytimes are still hit or miss. Francesca and I only had kids show to half of our programs. Thanks to Stephanie of The Treehouse for another fun Yoga Storytime.

*After School Programs*— Fran presented one Imagination Explorers program where kids made handprint spiders. I presented the other where kids made candy corn buntings and also decorated a cardboard haunted house that we displayed in the department.

Mandi taught the teens in Create and Connect how to make yarn ghost garlands. Francesca helped teens assemble their own custom Frankentoys by taking apart plush toys and putting pieces of different toys together to make new creations.

Mandi had the great idea to pull together a Taylor Swift album listening party, which was enthusiastically attended. We also had an after school *Wicked* singalong, which was attending by families and adults.

*New Program* – Mandi started a Young Entrepreneurs group this month. Teens and older elementary school kids signed up and committed to attending 4 sessions in October and November where they will learn about how to start their own small business to sell products they make. Each week they learn a new skill including product development, marketing, pricing and selling with the hopes that they will sell their creations at the Holiday Stroll. This is an exciting new program we hope to repeat.

*School Outreach*—Outreach programs continued with Bridget visiting the Hollywood CD class, Anne visiting the Early Learners, Francesca visiting RPC and Mandi visiting Building Blocks.

We also had a visit from Hauser's Check It Out Library Club. Jordan showed them around The Spot and Mandi promoted the Young Entrepreneur group.

*School's Out Programs*—We had two days off school this month. One day we showed a marathon of not so spooky movies and the following day we had Halloween themed bingo.

YOUTH & TEEN SERVICES –October 2025 – Nora Durbin

<b>YOUTH &amp; TEEN SERVICES STATISTICS – October 2025</b>	
Reference questions asked	<u>190</u>
Informational questions asked	<u>237</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
10/1/2025	Farmer's Market					100
10/1/2025	RB Transitions Book Club			8	3	
10/1/2025	The Spot to Go Craft					7
10/2/2025	Little Hands Playtime	11			8	
10/2/2025	Imagination Explorers		7			
10/2/2025	Early Learners Storytime AM 1	4			5	
10/2/2025	Early Learners Storytime AM 2	29			8	
10/2/2025	Early Learners Storytime PM	30			12	
10/2/2025	Hauser Library Club Field Trip			25	2	
10/3/2025	Yoga Storytime	15			8	
10/3/2025	Taylor Swift Album Listening Party		12	2		
10/6/2025	Mini Storytime 9:30 am	6			6	
10/6/2025	Mini Storytime 10 am	6			5	
10/6/2025	Subscription Book Bags	11	12	1		
10/7/2025	Tummy Time	1			1	
10/7/2025	Visit to RPC	30			3	
10/8/2025	Pokémon Meet Up		4		2	
10/8/2025	RB Transitions Book Club			8	2	
10/8/2025	The Spot to Go Craft					10
10/9/2025	Little Hands Playtime	6			4	
10/9/2025	RPC Visit to RPL	27			4	
10/9/2025	Create and Connect			3		
10/9/2025	Riverside Trunk or Treat					352
10/10/2025	Mini Storytime 9:30 am	5			5	
10/10/2025	Mini Storytime 10 am	5			5	
10/11/2025	Drop In Craft with the LC	2	11	2	9	
10/13/2025	Mini Storytime 9:30 am	8			7	
10/13/2025	Mini Storytime 10 am	8			7	
10/13/2025	Movie: Nightmare Before Christmas		3		1	
10/13/2025	Movie: Corpse Bride	2	7		2	
10/13/2025	Movie: Hotel Transylvania		3		1	
10/13/2025	Movie: Halloweentown		2			
10/14/2025	Tummy Time	7			7	
10/14/2025	Spooky Bingo	2	7	1	4	
10/15/2025	Clay Day AM	1			2	
10/15/2025	RB Transitions Book Club			8	2	

YOUTH & TEEN SERVICES –October 2025 – Nora Durbin

10/15/2025	Young Entrepreneurs		2	4		
10/15/2025	The Spot to Go Craft					12
10/16/2025	Little Hands Playtime	11			9	
10/16/2025	Imagination Explorers		6			
10/17/2025	Mini Storytime 9:30 am	4			2	
10/17/2025	Mini Storytime 10 am	5			6	
10/20/2025	Mini Storytime 9:30 am	10			8	
10/20/2025	Mini Storytime 10 am	10			10	
10/20/2025	Tummy Time	3			3	
10/20/2025	Visit to Building Blocks	10			2	
10/21/2025	Tummy Time	9			9	
10/21/2025	Wicked Sing Along					12
10/22/2025	Young Entrepreneurs		2	5		
10/22/2025	RB Transitions Book Club			8	2	
10/22/2025	The Spot to Go Craft					12
10/23/2025	Create and Connect			7		
10/24/2025	Mini Storytime 9:30 am	8			7	
10/24/2025	Mini Storytime 10 am	4			3	
10/24/2025	Ames Trunk or Treat		225			
10/25/2025	Family Playtime	7			5	
10/27/2025	Mini Storytime 9:30 am	7			7	
10/27/2025	Mini Storytime 10 am	11			10	
10/27/2025	Tummy Time	2			2	
10/28/2025	Hollywood CD Classroom Storytime		6		4	
10/28/2025	Tummy Time	11			11	
10/28/2025	Preschool/Kindergarten Storytime		7		3	
10/29/2025	Young Entrepreneurs		2	5		
10/29/2025	RB Transitions Book Club			8	2	
10/29/2025	The Spot to Go Craft					14
10/30/2025	Little Hands Playtime	3			4	
10/30/2025	Monster Mash					70
10/31/2025	Halloween Storytime & Parade					95
After School (21 Days)		542				
Phone Charger Checkout		10				
Board Game Usage		60				
Nintendo Switch Usage		12				
Study Room Usage		31				
Interactions with non-English speakers		2				

## **Circulation and Computer Services**

October 2025

Sharon Shroyer

### **Patron Services**

Lisa mentioned that there had been a question about the statistics at the last Board meeting. Specifically, what are the differences between Interlibrary Loan (ILL) and Reciprocal Borrowing (RB). In its simplest explanation, ILL counts the movement of books from library to library and RB tracks the movement of patrons from library to library. ILL borrowed counts out how much material we get in for our patrons from different libraries and loaned is how many items we are sending out to other libraries that they have requested from us. RB loaned to other patrons counts the patrons from surrounding libraries who have come here to check out our material. RPL patrons borrowing elsewhere counts our patrons who are visiting other libraries. Both of these numbers have varied over the years for various reasons. Material we purchase compared to other libraries is one. Another is when area libraries expand or rebuild and offer better parking than we will ever have. I love questions about statistics!

Every Monday in October, I hosted a monster movie double feature along with Amy Buric. We did the classic Universal monsters and finished with, of course, Abbott and Costello Meet Frankenstein. We had a small but loyal following and one couple even brought candy for all attendees. It was a great deal of fun.

SWAN has changed their procedures regarding the daily report for new online patron registrations. They have changed to a weekly report that encompasses all new patron registrations. This makes it easier to work with and much more helpful.

### **Computer Services**

All of the new circulating laptops are finished and available.

We noticed some out of date information on our print from home software and had it changed. While doing that we found out that there is a newer app available from the vendor. We are looking into the newer software. I hope that it will be an improvement over what we currently have since it can be problematic and difficult for patrons to use on occasion.

The new replacement hot spot arrived and has been configured. Mobile Beacon has streamlined the replacement process quite a bit since I last used it.

Midwest Recycling has picked up the old electronics that I had been sorting and discarding. They even picked up an old toaster oven and microwave that we needed to recycle.

# October 2025 Information Services Update

Diane Silva

## **RAILS Data Conference and ILA**

I've spent the last year on a RAILS committee developing Libraries Count, a new data-centered conference held in conjunction with ILA. The October 13 event covered AI, GIS, survey creation, Excel fundamentals, and more. Attending ILA, an opportunity we don't often pursue due to cost, proved valuable both for content and community connection. I staffed an information table for Illinois Libraries Present and attended sessions on digital accessibility, team building, and grant writing. A highlight was viewing the new documentary *The Librarians* with the filmmakers and a room full of colleagues. It's a sobering film examining book banning in school libraries.

Beyond these learning opportunities, the experience reinforced how much we gain from engaging with the broader library community. I'm hoping to encourage more staff to explore similar opportunities, whether through committees or professional networks. These connections bring fresh perspectives back to our work and strengthen our voice in the field.

## **Title II WCAG Project**

As outlined later in the packet, we started work to bring our digital content up to WCAG standards. We'll update the Board as our work progresses.

## **The Spot Outreach & Updates**

Jordan gave the Hauser Library Club (23 students/1 teacher) a tour of The Spot this month. They learned about different ways to investigate technology and use the Library and got a custom keychain made on the 3D printer. We've sold 4 Creation Cards and hope for a big push for holiday stocking stuffers.

## **Programming Updates**

If you watched the virtual talk with Wicked actress Marissa Bode, you saw a familiar face for the introduction. Knowing that Jordan loves theatre, we tapped him to introduce Marissa and the evenings moderator. He did great!

Mahjong – At the end of September some patrons asked if they could use a room weekly to play Mahjong. After some discussion, the Library decided to add the offering as a soft launch. Right now, we are just gauging interest from their group of regular players and also word of mouth. In January, it will become a regular Thursday afternoon program.

## **Statistics**

The SPOT Appointment - 7

The SPOT Open Hours (9 sessions) - 29

Drop In Tech Help (2 sessions) - 7

Book Discussion – 13

Chess Club – (4 sessions) – 36

Monster Movie Monday (4 sessions) – 14

Big Wolf Ranch Animals – 60

Evolution of Modern Zombie - 7

Understanding Social Security – 6

Novel in 30 Days – 3

Lyric Opera Madama Butterfly – 15

Restoring Local Woodlands –SHEDD – 14

Shootout at Delaware - 5  
Genealogy Program - DNA – 17  
SPOT Family Craft - 11  
Craft – Cheesecloth Ghosts - 9  
SPOT – Sewing – 2  
Learn to Crochet (2 sessions) – 10  
Mahjong (3 sessions) - 31

Asahi (4 sessions) – 18  
Meditation (2 sessions) - 8  
Wordsmith’s Society – 9  
ILP – Marissa Bode – 5  
Yarn Crafters (2 sessions) – 3  
**Passive**  
General Passive – 150

Patron Interactions – We had 674 patron interactions this month. It’s been quiet this month.

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

	Oct-25	Oct-24	YTD 2025	YTD 2024
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**Reference Statistics**

Questions Asked - Adult	674	755	6579	7170
Questions Asked - Youth Services	427	460	3589	3544

**Internet Usage - Adult  
- CYS**

**Total Usage**

	300	292	2583	2303
	310	189	2719	2147
	<b>610</b>	<b>481</b>	<b>5302</b>	<b>4450</b>

**Holdings**

Adult Titles Added	215	221	1733	1536
CYS Titles Added	82	37	704	620
<b>Total Titles Added</b>	<b>297</b>	<b>258</b>	<b>2437</b>	<b>2156</b>
Adult Titles Withdrawn	347	126	2129	1303
CYS Titles Withdrawn	2	98	1465	212
<b>Total Titles Withdrawn</b>	<b>349</b>	<b>224</b>	<b>3594</b>	<b>1515</b>

**Total Holdings**

	<b>62440</b>	<b>63830</b>
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**Library Programs - Active**

Children 0-5	13	38	265	236
Children 6-11	5	9	98	84
YA 12-18	2	2	43	35
Adults 19+	32	38	273	272
General Interest (Mixed)	11	10	88	72
<b>Totals</b>	<b>63</b>	<b>97</b>	<b>767</b>	<b>699</b>

**Library Programs - Active Attendance**

Children 0-5	188	396	2389	559
Children 6-11	46	56	1738	1882
YA 12-18	33	12	655	343
Adults 19+	292	603	3704	3718
General Interest (Mixed)	710	723	5922	6317
<b>Totals</b>	<b>1269</b>	<b>1790</b>	<b>14408</b>	<b>12819</b>

**Library Programs - Passive**

Children 0-5	2	9	1553	39
Children 6-11	2	1	19	9
YA 12-18	0	0	4	1
Adults 19+	2	3	18	29
General Interest (Mixed)	2	5	38	46
<b>Totals</b>	<b>8</b>	<b>18</b>	<b>1632</b>	<b>124</b>

**Library Programs - Passive Attendance**

Children 0-5	29	206	622	772
Children 6-11	30	3	187	80
YA 12-18	0	0	21	10
Adults 19+	11	112	403	697
General Interest (Mixed)	157	423	2970	4670
<b>Totals</b>	<b>227</b>	<b>744</b>	<b>4203</b>	<b>6229</b>

**Community Programs  
Attendance**

	9	12	76	101
	92	131	953	895

	Oct-25	Oct-24	YTD 2025	YTD 2024
<b>Study Room Use</b>	31	NA	275	NA
<b>New Library Cards Issued</b>	54	50	452	468
<b>Library Attendance</b>	9297	8832	77383	76820
<b>Notary Service</b>	12	15	164	145
Checkouts	4827	4669	46822	45627
Renewals	3130	3333	29114	31054
Checkins	5470	5701	54723	52117
<b>Total Circulation</b>	<b>13427</b>	<b>13703</b>	<b>130659</b>	<b>128798</b>
<b>Interlibrary Loans</b>				
Loaned	1062	1032	8964	8586
Borrowed	1137	1119	10612	9970
<b>Reciprocal Borrowing</b>				
Loaned to Other Library Patrons	446	405	4864	5280
RPL Patrons Borrowing Elsewhere	1030	1170	11141	11516
<b>Digital Resources</b>				
Hoopla	408	362	3160	3459
Boundless (Axis360)	122	143	1032	1141
Libby (Digital Library of Illinois)	2082	1394	15796	13091
<b>Web Site Total Hits</b>	3996	4254	38007	37233
<b>Wireless Statistics</b>	970	973	15992	11495
<b>Online Databases</b>				
Ancestry.com				
Searches	138	447	3290	3979
Returns	332	951	5675	6390
Encyclopaedia Britannica				
Sessions (Discontinued)	0	13	95	190
Newsbank				
Searches	13	71	221	179
Consumers Reports				
Sessions	16	5	84	65
Searches	164	81	895	818
<b>Additional Statistics</b>				
Newspaper Archives				
Searches	32	20	283	196
Museum Passes				
Issued	19	16	149	121
Library of Things				
Equipment	75	82	672	586
Kits	14	10	121	100
Spot Collection Use	36	9	118	95