

**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, July 12, 2022 in the Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546**

- I. Call to Order 7:30 pm**
- II. Roll Call**
- III. Welcome Guests**
- IV. Approve Minutes of June 14, 2022—Action Item**
- V. Review of Current Bills—Action Item**
- VI. Review of Financial Statements—Action Item**
  - A. Lower Level Renovation Expenses**
- VII. Committee Reports**
  - A. Finance—Michael Hagins**
    - 1. Illinois Public Library Per Capita Grant**
  - B. Building & Grounds—Ken Circo**
  - C. Policy & Bylaws—Patrick White**
  - D. Technology—Michael Hagins**
  - E. Communications—Courtney Greve Hack**
  - F. Long Range Strategic Plan Committee—Jane Birmingham and Christine Long**
- VIII. Staff Reports—June**
  - A. Children & Youth Services Manager—Nora Durbin**
  - B. Patron Services & Computer Services Manager—Sharon Shroyer**
  - C. Information Services—Diane Silva**
  - D. Monthly Statistics**
- IX. Director's Report—Janice Foley**
- X. Unfinished Business**
- XI. New Business**
  - A. Rental of Library for Special Event—Action Item**
- XII. Announcements**
- XIII. Correspondence & FYIs**
- XIV. 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.*
- XV. Adjournment**



**Minutes of the Regular Board Meeting  
of the  
Riverside Public Library Board of Trustees  
June 14, 2022**

**Held Tuesday**, June 14, 2022 in the Community Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

**In Attendance:** Ken Circo, President; Michael Hagins, Treasurer; Christine Long, Trustee; and Patrick White, Trustee

**Also in Attendance:** Janice Foley, Library Director; Diane Silva, Assistant Director; and Christine Lane, Administrative Assistant

**Absent:** Courtney Greve Hack, Vice President; Jane Birmingham, Secretary; Jen Pacourek, Trustee; and Jane Wilhelm, Accountant

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

**Review of Sine Die Minutes**

Christine Long moved, and Michael Hagins seconded, that the Board approve the minutes of the May 10, 2022 sine die meeting.

Ayes: Circo, Hagins, Long, White

Nays: None

Abstained: None

The motion passed.

**Review of Minutes**

Michael Hagins moved, and Christine Long seconded, that the Board approve the minutes of the May 10, 2022 regular meeting.

Ayes: Circo, Hagins, Long, White

Nays: None

Abstained: None

The motion passed.

**Review of Current Bills**

Patrick White 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 22862 through 22889, 22900 through 22912, and z00003, in the total amount of \$97,837.23, which includes payroll through May 31, 2022.

Roll Call Vote:

Ayes: Circo, Hagins, Long, White

Nays: None

Abstained: None

The motion passed.

## **Review of Financial Statements**

Patrick White moved, and Michael Hagins seconded, that the Board approve the financial statements for May 31, 2022, subject to audit.

Roll Call Vote:

Ayes: Circo, Hagins, Long, White

Nays: None

Abstained: None

The motion passed.

## **Committee Reports**

### **Finance**

Ken Circo thanked Michael Hagins for taking over the office of Treasurer, and for chairing the Finance committee.

Michael Hagins reported that the finance committee met. He has been communicating with Jane Wilhelm to get up to speed with the financials, and he is currently waiting to be added as an authorized signatory on the Library bank account. He also stated that he has a copy of the audit and will be reviewing it.

The Library Director reported that she is still waiting to hear back from Seema Patel of Chapman and Cutler, who should now have the final Lower Level Renovation expense totals.

### **Building and Grounds**

The Library Director reported that after the damper was closed on the fireplace, the Library has had no further incidents with swifts getting inside. Ken Circo suggested that a rain cap spark arrester be installed on the chimney, not only to keep out the birds, but as a safety measure to prevent a roof fire. Patrick White emphasized that this installation is imperative. The Library Director will appeal to the Preservation Commission, as the Library is a designated historic landmark, and as such, requires the Commission's approval before an installation can proceed.

### **Policy and Bylaws**

The Library Director explained that after the front desk encountered a patron with a service dog, the Library decided to clarify its policy on service dogs as defined by the ADA. Per the ADA: "When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task." The Library is purchasing updated signs for clarification on ADA service dog requirements, and documentation of ADA guidelines will be printed for each of the service desks in the Library.

Patrick White stated that he came to the Library because he lost power at his house, along with many others seeking refuge from the heat, and he expressed that the patrons were fully engaged and the staff was wonderful. He did suggest that the Terrace may need more outlets. Diane Silva pointed out that the Library had to shorten Wi-Fi sessions from 8 hours to 4 hours to accommodate all the additional users. With 8-hour sessions, users were leaving the Library, but their sessions weren't ending, so new users weren't able to get on. The issue was alleviated with the shorter sessions.

## **Technology**

Michael Hagins reported that the technology committee met and discussed several issues. They are investigating a new mail server to replace GoDaddy, such as Office 365, as GoDaddy is raising its rates, making it too expensive for the Library.

The Library's anti-virus license is expiring, so they are looking into a cloud-based program that would increase the time for remediation to within 72 hours after an attack.

Michael Hagins stated that the Library will be transferring its hotspots to T-Mobile, and they will be analyzing how often the 26 hotspots are being used. It currently costs \$120 per year for each hotspot. Three laptops are paired with hotspots for checkout.

Michael Hagins also stated that CYS received tablets with preloaded games instead of iPads.

The Library's summer tech consultant, Grayson Pacourek, has installed Toybox for CYS, and he is putting together a video on how to use it. Michael Hagins is estimating that the rest of the Makerspace equipment will be up and running by September or October.

Diane Silva reported that a Library open house is being planned for July to highlight some of the Makerspace and Library of Things items, such as the badminton set, the movie projector and the 3-D printer.

## **Communications**

Diane Silva reported that the Library has hit 1000 followers on Instagram.

## **Long Range Strategic Plan Committee**

Board members discussed revisions for the vision and mission statements. Michael Hagins proposed slight changes to make the statements more actionable.

Michael Hagins moved, and Christine Long seconded, that the Board approve the vision and mission statements, with revisions, as follows:

### **VISION**

As one of the cornerstones of our historic and vibrant village, Riverside Public Library provides an environment where people of all ages, backgrounds and cultures are welcome to learn and grow throughout their lives.

### **MISSION**

To promote lifelong learning and discovery through our diverse resources, enrichment opportunities and cooperative partnerships.

Ayes: Circo, Hagins, Long, White

Nays: None

Abstained: None

The motion passed.

**Staff Reports**

The Board reviewed the staff reports. Christine Long thanked the CYS staff for their school visits to promote summer reading. She said she understands it is a lot of work but worth it.

Diane Silva stated that 458 people have signed up for the summer reading program so far, which has surpassed even pre-pandemic numbers. Signup is ongoing, so the final count has yet to be determined.

**Director’s Report**

The Board reviewed the Library Director’s report.

**New Business**

**Mask Policy**

Ken Circo moved, and Christine Long seconded, that the Board approve the Mask Policy.

Ayes: Circo, Hagins, Long, White

Nays: None

Abstained: None

The motion passed.

**Fourth of July Parade**

Patrick White announced that he has secured a vehicle to represent the Library in the Fourth of July Parade. Patrick and Jenny White, and the Library Director, will lead the way in a 1969 convertible Mercedes. Staff and Board members are welcome to march in the parade and pass out giveaways to the community.

**Rental of Library for Special Event**

Christine Long moved, and Ken Circo seconded, that the Board approve the application for use of the Library for an after-hours special event on Saturday, October 1, 2022.

Ayes: Circo, Hagins, Long, White

Nays: None

Abstained: None

The motion passed.

**Announcements**

The Library Director expressed thanks to Dr. David Bonnette for his donation to the Library of a Higgins Glass rondelay. The Library is awaiting his signed deed of gift before hanging the rondelay on the wall outside of the Friends of the Library Terrace.

**Adjournment**

Upon motion by Christine Long, seconded by Ken Circo, and passed unanimously, the meeting was adjourned at 8:55 pm.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**Riverside Public Library**

**CASH DISBURSEMENTS**

**JUNE - 2022**

**ACCOUNTS PAYABLE DISBURSEMENTS**



**TOTAL FOR JUNE 2022 ACCOUNTS PAYABLE,  
AND JUNE 2022 PAYROLL = \$112,332.48**

The Riverside Public Library  
 Check/Voucher Register - A/P Checks  
 From 6/1/2022 Through 6/30/2022

Check Numbr	Check Date	Payee	Check Amount	Transaction Description
22890	6/1/2022	Blue Cross Blue Shield of Illinois	5,295.85	HMO medical- June 2022
22891	6/1/2022	William D. Delmonico	100.00	Farmers market music
22892	6/1/2022	Delta Dental of Illinois - Risk	61.05	HMO dental- June
22893	6/1/2022	Delta Dental of Illinois- Vision	46.72	Vision insurance- June
22894	6/1/2022	Robert J. Holdsworth	100.00	Farmers market music
22895	6/1/2022	Katie Kostner	100.00	Farmers market music
22896	6/1/2022	Ian Leith	100.00	Farmers market music
22897	6/1/2022	NCPERS-IL IMRF	32.00	Term life- Forsyth & Silva
22898	6/1/2022	William Pack	325.00	Memory program
22899	6/1/2022	Lucas Sanor	100.00	Farmers market music
22913	6/13/2022	Coverall North America, Inc	1,948.00	Cleaning services- June
22914	6/13/2022	Dell Marketing L.P.	1,700.00	Computer for lower level
22915	6/13/2022	Ebsco Information Services	49.95	Gardens Illustrated
22916	6/13/2022	Hueosity	525.98	1000 library cards
22917	6/13/2022	Christine Lane	38.26	Paper towels and batteries
22918	6/13/2022	Madison National Life	30.72	Life insurance- June
22919	6/13/2022	Business Card	6,659.77	Credit card purchases
22920	6/13/2022	Minuteman Press of Lyons	2,733.71	Friends newsletter
	6/13/2022	Minuteman Press of Lyons	2,678.50	Summer newsletter
22921	6/13/2022	North Suburban Employee Benefit Cor	285.00	PPO dental- May
22922	6/13/2022	North Suburban Employee Benefit Cor	866.46	PPO medical- May
22923	6/13/2022	Primas Brennan Consulting	175.00	Genealogy program
22924	6/13/2022	Village of Riverside	267.24	Water & sewer March & April
22925	6/13/2022	TIAA, FSB	550.00	Copier rental
22926	6/13/2022	Anthony Giannini	625.00	Hawaiian ice for SRP kick-off
22927	6/13/2022	Unique Management Services, Inc.	39.40	April placements
22928	6/13/2022	Warehouse Direct	215.29	Toner
22929	6/21/2022	Alarm Detection Systems, Inc.	1,045.41	Quarterly charges July-Sept
22930	6/21/2022	AT & T	37.67	Elevator phone- final bill
22931	6/21/2022	Arthur J. Gallagher RMS , Inc.	500.00	Treasurer's Bond- Hagins
22932	6/21/2022	KnowBe4, Inc.	489.50	Security Awareness training subscription
22933	6/21/2022	Lo Destro Construction Company	19,883.88	Construction services
22934	6/21/2022	Grayson Pacourek	82.50	Create Space set-up and training
22935	6/21/2022	RAILS Library System	2,247.37	OverDrive
22936	6/21/2022	Village of Riverside	5,707.73	June 2022 IMRF
22937	6/29/2022	Grey House Publishing	199.00	Current Biography Monthly
22938	6/29/2022	GT Mechanical Projects & Design, Inc	559.00	Maintenance agreement 1/4
22939	6/29/2022	Ink Your Wear, Inc.	124.00	T-shirts for 4th of July
22940	6/29/2022	Lauterbach & Amen, LLP	3,880.00	2021 audit
Z0004	6/1/2022	Comcast Cable	559.60	Comcast phone bill
Z0005	6/22/2022	Comcast Cable	233.85	Comcast ACH
Z0006	6/30/2022	Comcast Cable	439.65	Comcast ACH
1300	6/10/2022	Administration	4,154.49	Group: 01; Pay Date: 6/10/2022
1301	6/10/2022	Information Services	4,981.78	Group: 02; Pay Date: 6/10/2022
1302	6/10/2022	Children & Youth Services	3,707.92	Group: 03; Pay Date: 6/10/2022
1303	6/10/2022	Patron Services	5,791.18	Group: 04; Pay Date: 6/10/2022
1304	6/24/2022	Administration	3,935.66	Group: 01; Pay Date: 6/24/2022
1305	6/24/2022	Information Services	5,132.55	Group: 02; Pay Date: 6/24/2022
1306	6/24/2022	Children & Youth Services	3,738.99	Group: 03; Pay Date: 6/24/2022
1307	6/24/2022	Patron Services	<u>6,179.24</u>	Group: 04; Pay Date: 6/24/2022
		Total	99,259.87	
		EFTPS Electronic Tax Payment- employer portion 06/10/2022	1,890.12	
		EFTPS Electronic Tax Payment- employer portion 06/24/2022	<u>1,928.17</u>	
		Report Total	<u>103,078.16</u>	

The Riverside Public Library  
 Check/Voucher Register - A/P Checks  
 From 7/12/2022 Through 7/12/2022

Check Number	Check Date	Payee	Check Amount	Transaction Description
22941	7/12/2022	SYNCB/Amazon	2,914.74	Amazon charges
22942	7/12/2022	Anderson Pest Control	135.40	Triannual barrier treatment
22943	7/12/2022	Cintas Corporation LOC. 769	766.52	Restroom supplies/ mat service
22944	7/12/2022	Colley Elevator Co.	213.00	Elevator inspection
22945	7/12/2022	Demco, Inc.	217.97	Book tape and labels, bookmarks
22946	7/12/2022	Garvey's Office Products	95.05	Can liners, paper towels
22947	7/12/2022	Ingram Library Services	3,440.93	Various
22948	7/12/2022	Lofton Landscaping Company	255.00	June landscaping
22949	7/12/2022	Midwest Tape	669.91	Digital subscriptions
22950	7/12/2022	Minuteman Press of Lyons	12.95	Library of Things sign
22951	7/12/2022	NICOR Gas	409.10	Gas bill
22952	7/12/2022	Grayson Pacourek	<u>123.75</u>	Training and set-up of Create Space
Report Total			<u>9,254.32</u>	



**Riverside Public Library**

**FINANCIAL REPORTS**

**For 6 Months Ending**

**June 30, 2022**

**UNAUDITED**



**Riverside Public Library**  
**Cash Balances**  
**As of 06/30/2022**

	<b>Balance, <u>06/30/2022</u></b>
<b>Consolidated Operating Funds:</b>	
First American- Checking	72,762.66
First American- Payroll	<u>268.20</u>
Total First American accounts	73,030.86
<b>Illinois Funds</b>	
General Fund	671,907.07
Audit Fund	(1,000.94)
IMRF Fund	(25,858.89)
FICA Fund	40,730.68
Unemployment Comp Fund	(4,388.98)
Special Reserve Fund	6,387.97
Working Cash Fund	89,719.24
Library Bond Fund	<u>453,677.54</u>
Total Illinois Funds	1,231,173.69
<b>Total Operating Funds Cash Balances</b>	<b>1,304,204.55</b>
<b>Gift &amp; Endowment Funds:</b>	
Library Gift Fund	84,425.67
Batko Endowment Fund	5,867.95
Lower Level Renovation Fund	50,650.95
General Endowment Fund	9,845.03
Kovalsky Endowment Fund	339.80
Dardwin Fund	<u>17,832.06</u>
<b>Total Gift &amp; Endowment Funds</b>	<b>168,961.46</b>
<b>Total Funds</b>	<b><u>1,473,166.01</u></b>

**The Riverside Public Library**  
**Balance Sheet- Operating Funds - Consolidated Report- Operating Funds**  
**Operating Fund**  
**As of 6/30/2022**

	<b>Current Period Balance</b>
<b>Assets</b>	
Illinois Fund-Operating Fund	681,388.86
1st American-Checking Account	54,765.38
1st American-Payroll Account	267.71
Property Tax Receivable	619,001.42
Due from Other Funds	26,422.42
Due from other groups	(1,067.77)
Due from Friends of the Library	1,816.86
Staff Receivables	(22.53)
Fixed Assets	1,260,414.00
Amount Provided for Vacation	<u>23,590.00</u>
<b>Total Assets</b>	<u><u>2,666,576.35</u></u>
<b>Liabilities</b>	
Accounts Payable	9,254.32
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	542.24
IMRF Payable	(47.90)
Deferred Property Taxes	619,001.42
Accrued Vacation Pay	23,590.00
Health Insurance Payable	(698.81)
Term Life Insurance Payable	(109.64)
Due to Other Funds	351.84
Due to Friends of the Library	92.00
Due to Historical Society	121.90
Investment in Fixed Assets	<u>1,260,414.00</u>
<b>Total Liabilities</b>	<u><u>1,912,450.80</u></u>
<b>Fund Balances</b>	
Beginning Fund Balances	
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>	558,026.05
Excess Revenues/(Expenditures)	<u>196,099.50</u>
<b>Total Fund Balances</b>	<u><u>754,125.55</u></u>
<b>Total Liabilities &amp; Fund Balances</b>	<u><u>2,666,576.35</u></u>

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE  
From 6/1/2022 Through 6/30/2022

	Current Period Actual	Current Year Actual-6 mos.ending 6/30/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Revenues</b>					
<b>Property Taxes</b>					
2020 Property Tax revenue	2,559.61	13,567.29	0.00	13,567.29	0.00%
2021 Property tax revenue	<u>2,393.18</u>	<u>688,830.34</u>	<u>1,307,832.00</u>	<u>(619,001.66)</u>	<u>(47.33)%</u>
<b>Total Property Taxes</b>	4,952.79	702,397.63	1,307,832.00	(605,434.37)	(46.29)%
Inter Government Funds	6,763.38	21,273.95	16,000.00	5,273.95	32.96%
Interest	668.94	1,836.53	250.00	1,586.53	634.61%
Fees for Services	900.95	4,245.78	4,900.00	(654.22)	(13.35)%
Misc Revenue	<u>27.65</u>	<u>1,373.59</u>	<u>1,450.00</u>	<u>(76.41)</u>	<u>(5.27)%</u>
<b>Total Revenues</b>	<u>13,313.71</u>	<u>731,127.48</u>	<u>1,330,432.00</u>	<u>(599,304.52)</u>	<u>(45.05)%</u>
<b>Total Revenue</b>	<u>13,313.71</u>	<u>731,127.48</u>	<u>1,330,432.00</u>	<u>(599,304.52)</u>	<u>(45.05)%</u>
<b>Expenditures</b>					
Personnel Services	63,500.98	388,550.67	855,192.00	466,641.33	54.57%
Supplies	1,992.16	12,576.63	18,700.00	6,123.37	32.75%
Building & Equip Maint	5,800.91	42,785.57	86,800.00	44,014.43	50.71%
Adult Information Sources	3,500.92	16,304.12	38,200.00	21,895.88	57.32%
Electronic Resources	6,271.13	29,063.89	63,200.00	34,136.11	54.01%
CYS Information Sources	1,011.49	5,563.44	12,050.00	6,486.56	53.83%
Marketing/Public Relations	4,096.83	10,993.14	16,200.00	5,206.86	32.14%
Administration	5,437.23	47,974.02	204,050.00	156,075.98	76.49%
Technology	<u>1,068.60</u>	<u>4,768.45</u>	<u>20,000.00</u>	<u>15,231.55</u>	<u>76.16%</u>
<b>Total Expenditures</b>	<u>92,680.25</u>	<u>558,579.93</u>	<u>1,314,392.00</u>	<u>755,812.07</u>	<u>57.50%</u>
<b>Miscellaneous Expenses</b>					
Misc Expenses	<u>41.85</u>	<u>465.88</u>	<u>0.00</u>	<u>(465.88)</u>	<u>0.00%</u>
<b>Total Miscellaneous Expenses</b>	<u>41.85</u>	<u>465.88</u>	<u>0.00</u>	<u>(465.88)</u>	<u>0.00%</u>
<b>Total Expenditures</b>	<u>92,722.10</u>	<u>559,045.81</u>	<u>1,314,392.00</u>	<u>755,346.19</u>	<u>57.47%</u>
<b>Excess Revenues(Expenditures)</b>	<u>(79,408.39)</u>	<u>172,081.67</u>	<u>16,040.00</u>	<u>156,041.67</u>	--

**The Riverside Public Library**  
**Statement of Revenues and Expenditures - Budget Report of Revenues-BRE**  
**From 6/1/2022 Through 6/30/2022**

	Current Period Actual	Current Year Actual 6 mos. ending 06/30/2022	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
<b>Property Taxes</b>					
2020 Property Tax revenue	2,559.61	13,567.29	0.00	13,567.29	0.00%
2021 Property tax revenue	<u>2,393.18</u>	<u>688,830.34</u>	<u>1,307,832.00</u>	<u>(619,001.66)</u>	<u>(47.33)%</u>
<b>Total Property Taxes</b>	<u>4,952.79</u>	<u>702,397.63</u>	<u>1,307,832.00</u>	<u>(605,434.37)</u>	<u>(46.29)%</u>
<b>Inter Government Funds</b>					
Per capita state grants	0.00	0.00	10,000.00	(10,000.00)	(100.00)%
Corporate Replacement Taxes	<u>6,763.38</u>	<u>21,273.95</u>	<u>6,000.00</u>	<u>15,273.95</u>	<u>254.57%</u>
<b>Total Inter Government Funds</b>	<u>6,763.38</u>	<u>21,273.95</u>	<u>16,000.00</u>	<u>5,273.95</u>	<u>32.96%</u>
<b>Interest on Operating Funds</b>					
Interest-Illinois Funds	<u>668.94</u>	<u>1,836.53</u>	<u>250.00</u>	<u>1,586.53</u>	<u>634.61%</u>
<b>Total Interest on Operating Funds</b>	<u>668.94</u>	<u>1,836.53</u>	<u>250.00</u>	<u>1,586.53</u>	<u>634.61%</u>
<b>Fees &amp; Services</b>					
Fines	35.71	516.93	1,000.00	(483.07)	(48.31)%
Fax Fees	51.50	376.00	225.00	151.00	67.11%
Maker Space fees/Internet fees	0.00	0.50	0.00	0.50	0.00%
Printing Fees	148.80	1,043.10	1,000.00	43.10	4.31%
Book & Video Sales	568.02	2,013.32	2,000.00	13.32	0.67%
Adult Replacement Fees	64.93	110.93	100.00	10.93	10.93%
CYS Replacement Fees	0.00	113.00	200.00	(87.00)	(43.50)%
ILL Fees	0.00	20.00	50.00	(30.00)	(60.00)%
Lost Book Credit	31.99	52.00	125.00	(73.00)	(58.40)%
Meeting Room Charges	<u>0.00</u>	<u>0.00</u>	<u>200.00</u>	<u>(200.00)</u>	<u>(100.00)%</u>
<b>Total Fees &amp; Services</b>	<u>900.95</u>	<u>4,245.78</u>	<u>4,900.00</u>	<u>(654.22)</u>	<u>(13.35)%</u>
<b>Miscellaneous Revenue</b>					
Miscellaneous Revenue	27.65	419.84	200.00	219.84	109.92%
Liability Insurance Refund	0.00	722.00	0.00	722.00	0.00%
Memorial Book Donations	0.00	205.00	500.00	(295.00)	(59.00)%
Donations	0.00	26.75	500.00	(473.25)	(94.65)%
Lions Club/Books on Tape Revenue	<u>0.00</u>	<u>0.00</u>	<u>250.00</u>	<u>(250.00)</u>	<u>(100.00)%</u>
<b>Total Miscellaneous Revenue</b>	<u>27.65</u>	<u>1,373.59</u>	<u>1,450.00</u>	<u>(76.41)</u>	<u>(5.27)%</u>
<b>Total Revenues</b>	<u>13,313.71</u>	<u>731,127.48</u>	<u>1,330,432.00</u>	<u>(599,304.52)</u>	<u>(45.05)%</u>

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE  
From 6/1/2022 Through 6/30/2022

	Current Period Actual	Current Year Actual-5 mos. ending 6/30/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Personnel Services</b>					
Staff Salaries	52,014.17	315,536.28	704,390.00	388,853.72	55.20%
Health & Life Insurance	3,839.62	23,022.70	45,766.00	22,743.30	49.69%
Employer's Portion - IMRF	3,766.33	24,378.48	49,550.00	25,171.52	50.80%
Employer's Portion - FICA	3,818.29	24,799.33	53,886.00	29,086.67	53.98%
Unemployment Comp Expense	62.57	813.88	1,600.00	786.12	49.13%
<b>Total Personnel Services</b>	<u>63,500.98</u>	<u>388,550.67</u>	<u>855,192.00</u>	<u>466,641.33</u>	<u>54.57%</u>
<b>Materials &amp; Supplies</b>					
Office Supplies	90.92	1,366.97	3,000.00	1,633.03	54.43%
Library Supplies	904.34	3,125.64	4,000.00	874.36	21.86%
CYS Supplies	0.00	144.65	500.00	355.35	71.07%
Info Services Supplies	0.00	0.00	200.00	200.00	100.00%
Building Maintenance Supplies	442.81	6,610.47	9,000.00	2,389.53	26.55%
Ink Cartridges	554.09	1,328.90	2,000.00	671.10	33.55%
<b>Total Materials &amp; Supplies</b>	<u>1,992.16</u>	<u>12,576.63</u>	<u>18,700.00</u>	<u>6,123.37</u>	<u>32.75%</u>
<b>Contractual Services</b>					
Janitorial	1,948.00	11,688.00	26,000.00	14,312.00	55.05%
Water	267.24	723.84	2,000.00	1,276.16	63.81%
Gas	409.10	7,894.26	10,000.00	2,105.74	21.06%
Building Maintenance	809.16	8,815.10	23,000.00	14,184.90	61.67%
Small Equipment Maintenance	0.00	618.75	700.00	81.25	11.61%
Equipment Maintenance	1,817.41	6,914.39	9,000.00	2,085.61	23.17%
Furnishings & Equipment	0.00	0.00	5,000.00	5,000.00	100.00%
Copier Rental & Maintenance	550.00	6,131.23	11,100.00	4,968.77	44.76%
Internet Expense/Patron SS	3,353.85	4,663.02	6,200.00	1,536.98	24.79%
<b>Total Contractual Services</b>	<u>9,154.76</u>	<u>47,448.59</u>	<u>93,000.00</u>	<u>45,551.41</u>	<u>48.98%</u>
<b>Information Sources</b>					
On-line Data Bases	2,917.28	12,893.87	30,000.00	17,106.13	57.02%
Books	2,060.05	9,223.31	20,500.00	11,276.69	55.01%
Standing Order Books	251.78	1,712.26	4,000.00	2,287.74	57.19%
Periodicals	848.83	3,472.39	8,500.00	5,027.61	59.15%
DVD	255.27	1,494.05	4,000.00	2,505.95	62.65%
Audio Books	62.49	117.46	650.00	532.54	81.93%
Shipping Charges	22.50	127.69	50.00	(77.69)	(155.38)%
Library of Things	0.00	156.96	500.00	343.04	68.61%
<b>Total Information Sources</b>	<u>6,418.20</u>	<u>29,197.99</u>	<u>68,200.00</u>	<u>39,002.01</u>	<u>57.19%</u>
<b>Children/Youth Services</b>					
CYS Juvenile Books	405.82	2,744.62	4,000.00	1,255.38	31.38%
CYS Periodicals	0.00	0.00	250.00	250.00	100.00%
CYS Video Games	0.00	194.91	250.00	55.09	22.04%
CYS Young Adult	294.71	910.20	2,000.00	1,089.80	54.49%
CYS Easy Books	203.57	1,421.69	3,500.00	2,078.31	59.38%
CYS Audio Books	56.47	114.95	200.00	85.05	42.52%
CYS Compact Discs	0.00	0.00	100.00	100.00	100.00%
CYS DVD	50.92	90.87	1,000.00	909.13	90.91%
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	86.20	500.00	413.80	82.76%
CYS Shipping Charges	0.00	0.00	50.00	50.00	100.00%
<b>Total Children/Youth Services</b>	<u>1,011.49</u>	<u>5,563.44</u>	<u>12,050.00</u>	<u>6,486.56</u>	<u>53.83%</u>
<b>Marketing/Public Relations</b>					

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE  
From 6/1/2022 Through 6/30/2022

	Current Period Actual	Current Year Actual-5 mos.ending 6/30/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS Programming	0.00	152.12	400.00	247.88	61.97%
Adult Programming	408.48	2,688.64	4,000.00	1,311.36	32.78%
Library Programs	0.00	310.03	500.00	189.97	37.99%
Advertising Expenses	93.00	93.00	1,000.00	907.00	90.70%
Binding	0.00	0.00	300.00	300.00	100.00%
Newsletter Expense	<u>3,595.35</u>	<u>7,749.35</u>	<u>10,000.00</u>	<u>2,250.65</u>	<u>22.51%</u>
Total Marketing/Public Relations	<u>4,096.83</u>	<u>10,993.14</u>	<u>16,200.00</u>	<u>5,206.86</u>	<u>32.14%</u>
<b>Administration</b>					
Legal Services	0.00	135.00	1,000.00	865.00	86.50%
Credit Bureau	24.40	194.45	600.00	405.55	67.59%
Telephone	657.40	4,856.36	9,000.00	4,143.64	46.04%
Postage	50.61	500.96	800.00	299.04	37.38%
Treasurer's Bond	500.00	500.00	500.00	0.00	0.00%
Liability Insurance	0.00	20,494.00	20,000.00	(494.00)	(2.47)%
Audit Fees	3,880.00	3,900.00	3,800.00	(100.00)	(2.63)%
Travel	0.00	0.00	50.00	50.00	100.00%
Seminars,Conferences,Meetings	0.00	307.68	300.00	(7.68)	(2.56)%
Membership Dues	0.00	514.00	1,000.00	486.00	48.60%
Accounting Expenses	317.13	570.69	2,000.00	1,429.31	71.47%
Staff Development	0.00	281.92	1,000.00	718.08	71.81%
Bond repayment	0.00	15,050.00	118,600.00	103,550.00	87.31%
Credit Card/Bank Fees	7.69	79.07	400.00	320.93	80.23%
Miscellaneous Expense	0.00	349.89	2,000.00	1,650.11	82.51%
Board Expense	0.00	240.00	1,000.00	760.00	76.00%
Capital Expense	<u>0.00</u>	<u>0.00</u>	<u>42,000.00</u>	<u>42,000.00</u>	<u>100.00%</u>
Total Administration	<u>5,437.23</u>	<u>47,974.02</u>	<u>204,050.00</u>	<u>156,075.98</u>	<u>76.49%</u>
<b>Technology</b>					
Technology Supplies	161.49	486.30	1,000.00	513.70	51.37%
Computer Consultant	0.00	0.00	2,500.00	2,500.00	100.00%
Network Maintenance	0.00	0.00	2,500.00	2,500.00	100.00%
SWAN Computer	0.00	11,507.00	27,000.00	15,493.00	57.38%
Computer Hardware & Equipment	203.97	846.45	5,000.00	4,153.55	83.07%
E-Library Subscription Svs	10.76	2,711.34	7,500.00	4,788.66	63.85%
Computer Software	<u>692.38</u>	<u>724.36</u>	<u>1,500.00</u>	<u>775.64</u>	<u>51.71%</u>
Total Technology	<u>1,068.60</u>	<u>16,275.45</u>	<u>47,000.00</u>	<u>30,724.55</u>	<u>65.37%</u>
Total Operating Expense	<u>92,680.25</u>	<u>558,579.93</u>	<u>1,314,392.00</u>	<u>755,812.07</u>	<u>57.50%</u>
<b>Miscellaneous Expenses</b>					
Memorial & Gift Materials	41.85	328.49	0.00	(328.49)	0.00%
Lost ILL Expense	<u>0.00</u>	<u>137.39</u>	<u>0.00</u>	<u>(137.39)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>41.85</u>	<u>465.88</u>	<u>0.00</u>	<u>(465.88)</u>	<u>0.00%</u>
Total Budgeted Expenses	<u>92,722.10</u>	<u>559,045.81</u>	<u>1,314,392.00</u>	<u>755,346.19</u>	<u>57.47%</u>

**The Riverside Public Library**  
 Balance Sheet - Library Gift Fund  
 As of 6/30/2022

	Current Period Balance
<b>Assets</b>	
Illinois Funds Cash	84,425.64
Due from Other Funds	400.00
Total Assets	84,825.64
<b>Liabilities</b>	
Due to Other Funds	1,071.05
Total Liabilities	1,071.05
<b>Fund Balance</b>	
Beginning Fund Balance	67,695.25
Excess Revenues(Expenditures)	16,059.34
Total Fund Balance	83,754.59
<b>Total Liabilities &amp; Fund Balance</b>	<b>84,825.64</b>

**The Riverside Public Library**  
 Statement of Revenues and Expenditures - Library Gift Fund-BRE  
 From 6/1/2022 Through 6/30/2022

	Current Period Actual	Current Year Actual- 6 mos. ending 6/30/2022
<b>Revenue</b>		
Interest	76.37	192.97
Miscellaneous Revenue	0.00	4,000.00
Contributions & Donations	400.00	5,717.17
Summer Reading Donations	0.00	3,000.00
Total Revenue	476.37	12,910.14
<b>Expenditures</b>		
Office Supplies	0.00	142.85
Building Maint	0.00	1,035.00
Furnishings & Equipment	0.00	3,447.50
Summer Reading Expenses	939.49	2,163.53
Memorial expenditures	41.69	144.92
Adult Programs	175.00	175.00
Miscellaneous Expense	0.00	55.58
Total Expenditures	1,156.18	7,164.38
<b>Excess Revenues(Expenditures)</b>	<b>(679.81)</b>	<b>5,745.76</b>



**The Riverside Public Library**  
**Balance Sheet - Lower Level Renovate**  
**As of 6/30/2022**

	Current Period Balance
<b>Assets</b>	
Illinois Funds-Designated	50,650.98
Due from Other Funds	0.00
Total Assets	50,650.98
<b>Liabilities</b>	
Due to Other Funds	0.00
Total Liabilities	0.00
<b>Fund Balance - Designated</b>	
Beginning Fund Balance-Designated	170,881.28
Excess Revenues(Expenditures)	(120,230.30)
Total Fund Balance - Designated	50,650.98
<b>Total Liabilities &amp; Fund Balance</b>	<b>50,650.98</b>

**The Riverside Public Library**  
**Statement of Revenues and Expenditures - Lower Level Renovate**  
**From 6/1/2022 Through 6/30/2022**

	Current Period Actual	Current Year Actual- 6 mos. ending 6/30/2022
<b>Revenues</b>		
Interest	47.16	124.03
Total Revenues	47.16	124.03
<b>Expenditures</b>		
Renovation Expenses	0.00	2,437.70
Total Expenditures	0.00	2,437.70
<b>Excess Revenues(Expenditures)</b>	<b>47.16</b>	<b>(2,313.67)</b>

**The Riverside Public Library**  
 Balance Sheet - Library Bond Fund  
 As of 6/30/2022

	Current Period Balance
<b>Assets</b>	
Illinois Funds-Designated	453,677.54
Due from Other Funds	0.00
Total Assets	453,677.54
<b>Liabilities</b>	
Due to Other Funds	25,399.53
Total Liabilities	25,399.53
<b>Fund Balance - Designated</b>	
Beginning Fund Balance-Designated	1,086,762.60
Excess Revenues(Expenditures)	(658,484.59)
Total Fund Balance - Designated	428,278.01
<b>Total Liabilities &amp; Fund Balance</b>	<b>453,677.54</b>

**The Riverside Public Library**  
 Statement of Revenues and Expenditures - Library Bond Fund  
 From 6/1/2022 Through 6/30/2022

	Current Period Actual	Current Year Actual- 6 mos. ending 6/30/2022
<b>Revenue</b>		
Interest	422.38	1,118.59
Total Revenue	422.38	1,118.59
<b>Expenditures</b>		
Lower Level Renovation Expense	25,399.53	97,729.19
Total Expenditures	25,399.53	97,729.19
<b>Excess Revenues(Expenditures)</b>	<b>(24,977.15)</b>	<b>(96,610.60)</b>



**Riverside Public Library**  
**Lower Level Renovation Expenses/Bond fund**  
**Bond Fund (Account 4454-14)**  
**As of 06/30/2022**

<u>Vendor</u>		
05/25/21	572.00 Klein, Thorpe & Jenkins	Legal
04/30/21	1,341.56 Studio GC	Design & services
05/10/21	510.67 Amazon	Nintendo & supplies
06/03/21	24,118.34 Lo Destro Construction Company	April construction costs
06/03/21	19,970.80 Lo Destro Construction Company	May construction costs
06/03/21	24,308.00 LFI	Tables and chairs
06/14/21	22,513.63 Lo Destro Construction Company	March construction costs
06/22/21	6,577.00 LFI	Display unit and credenza
06/30/21	637.84 Amazon	Supplies
06/30/21	800.00 Fox Valley Fire and Safety	Sprinkler
06/30/21	450.00 Fox Valley Fire and Safety	Sprinkler
06/30/21	49,087.00 Fox Valley Fire and Safety	Sprinkler
06/30/21	198.00 Klein, Thorpe & Jenkins	Legal
06/30/21	177.19 Minuteman	Printing
07/01/21	487.67 Novak's	Electrical & Lighting
07/04/21	16.13 MBNA	Misc.
07/10/21	199.70 Amazon	Electrical supplies
07/12/21	1,870.00 Bradford	Shelving
07/14/21	846.80 Studio GC	Design & services
07/14/21	23,831.77 Lo Destro Construction Company	Work thru 6/30/2021
08/01/21	53.80 Courtney Greve-Hack	Gift card for photographer
08/03/21	95.00 Twilight Party Rental	Portable sink
08/08/21	75.00 Village of Riverside	Alcohol permit
08/10/21	279.66 Amazon	Tattoos, treats & diaper pail
08/11/21	500.00 Leonardo Music	Music for Renovation Celebration
08/13/21	126.00 Minuteman Press	Thank You banner
08/13/21	22.00 Benson & Benson	Signs
08/16/21	2,693.00 ASI	Signage
08/24/21	156.08 Riverside Foods	Prosecco & juice
08/28/21	412.50 Anthony Giannini	Snow Cones for Reno Celebration
09/30/21	14,740.00 Bullseye Cleaning Services	Post-construction upper level deep clean and dusting
08/11/21	100.04 Amazon	Games & gift bags for Renovation Celebration
09/01/21	9,176.71 CSI Creative	1/2 of lower level wall art
08/20/21	202.91 MBNA	Signage for Renovation Celebration
08/04/21	2,393.49 Dell	3 laptops
10/10/21	403.78 Amazon	Sneeze guard, toys, vacuum, light
10/05/21	988.63 Securitas	Install for CYS phones
10/19/21	6,577.00 LFI	Kit display shelves & credenza
11/17/21	1,062.72 Demco	Steel book supports
11/24/21	2,549.98 Dell	2 laptops
12/02/21	1,296.52 Demco	Steel book supports
12/04/21	84.16 MBNA	Tablecloths
12/08/21	495.94 Demco	Steel book supports
<b>2022</b>		
01/01/22	3,290.00 Bradford	Shelving
01/15/22	11,224.00 Cutting Edge Contractors	1/2 bathroom renovation
01/16/22	263.52 Henricksen	1/2 coat racks
01/17/22	6,605.00 Mellahn	Decorative trees

**Riverside Public Library**  
**Lower Level Renovation Expenses/Bond fund**  
**Bond Fund (Account 4454-14)**  
**As of 06/30/2022**

<u>Vendor</u>	
01/24/22	11,986.45 Cutting Edge Contractors
01/26/22	9,395.64 CSI Creative
02/28/22	463.54 Amazon
03/04/22	535.64 MBNA
03/04/22	154.00 Future Electronic Systems
03/10/22	1,757.00 Lo Destro Construction Company
03/24/22	816.00 LFI
03/28/22	4,373.00 Cutting Edge Contractors
04/04/22	580.00 Bella's Window Washing
04/13/22	1,306.00 Lo Destro Construction Company
04/13/22	2,604.00 ASI
04/07/22	2,927.00 Future Electronic Systems
04/10/22	120.70 Amazon
04/10/22	14.98 Amazon
05/05/22	215.00 Hannah Plumbing
05/26/22	263.52 Henricksen
05/16/22	2,945.38 Foley/Prusa3D
05/04/22	399.29 MBNA/Toybox Labs
05/31/22	1,800.00 Belcore
05/31/22	8,290.00 Glowforge
06/04/22	1,149.61 MBNA/Today's Classroom
06/04/22	497.00 MBNA/Home Depot
06/04/22	187.27 MBNA/Web Restaurant Store
06/04/22	124.29 MBNA/Nintendo
06/06/22	1,700.00 Dell
06/09/22	82.50 Grayson Pacourek
06/28/22	19,883.88 Lo Destro Construction Company
06/30/22	913.73 Amazon
06/30/22	737.50 Amazon
06/30/22	123.75 Grayson Pacourek

**Total paid** **1,090,473.86**



## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

June 29, 2022

Janice Foley, Library Director  
Riverside Public Library  
1 Burling Road  
Riverside, Illinois 60546-2259

Dear Director Foley:

I am pleased to award the Riverside Public Library a FY 2022 Illinois Public Library Per Capita Grant in the amount of \$13,714.55. Over \$18 million is being awarded this year.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure public libraries have the resources to address the needs of the community. Libraries count on these grants for important expenses, such as purchasing materials, supporting programming, and improving technology.

Libraries have until June 30, 2023, to obligate these grant funds and until August 15, 2023, to expend them. The FY 2022 expenditures report must be submitted with the FY 2024 application, due January 30, 2024.

The official service area population for your library is 9,298. Please be sure to use this figure on future per capita grant applications and Illinois Public Library Annual Reports (IPLAR). The official population figure for your library is based on the 2020 U.S. Census and can only be changed with proper documentation. Proper documentation includes official U.S. Census Bureau letters and/or annexation or referendum confirmations.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for many and are the most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service public libraries provide to patrons.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

Jesse White  
Secretary of State and State Librarian

cc: Joan Wiaduck  
Riverside Public Library Per Capita File  
JW:isl

Summer Reading is back in a big way this summer. I want to thank all the staff and volunteers for making summer a success so far. We haven't been able to do a big summer reading program since the summer of 2019, and we are all happy to have it back this year!

### Highlights

*Summer Reading Kick Off*— All of those school visits paid off! We had a great summer reading kick-off party, full of kids signing up for the program. Thank you to our teen volunteers, the Friends and the Board who helped out with the giant games outside. Janice became an expert at applying temporary tattoos! A big thank you to Laura Rubio for lending us her homemade giant games—they were a big hit! CYS staff was stationed throughout the lower level to register kids, teens and families for the program. We handed out coupons from Lou Malnati's for a free individual pizza to all who registered plus everyone that signed up also got a treat from Tropical Sno. I got a lot of positive feedback from the community about the event and I am so glad we were able to have a large kick-off again! Thanks to staff and all our volunteers for making this program a success.

*Storytimes*— We are offering a variety of storytimes this summer. After listening to feedback from the community, we made Mini-Movers a drop-in program. We put it in the Community Room so that we could accommodate more people, and came up with a ticketing system to limit the crowds. Bridget has been doing an awesome job with this group and although the groups have been smaller than we anticipated, I think people appreciate the drop-in nature of the program.

Our outdoor storytimes on Friday continue to be a huge hit, with a big number of attendees. Thank you to Jordan for going out there, often in the heat, and presenting a fun and interactive program for children and their caregivers.

Jordan also presented two storytimes at the Community Garden this month. What a beautiful place for a storytime and we love working with the Community Garden!

We are once again working with the Riverside Recreation Summer Camps and providing storytimes for their campers. Jordan and I have presented those storytimes, often linked to their weekly themes.

I want to thank Stephanie Roldan from Back to Nature – Fitness & Adventures for her Outdoor Yoga Storytime this month. Stephanie donated her time and presented a wonderful storytime full of movement and positivity.

*Age-Level Groups*— We are trying a new programming system this summer. We set up three age level groups: Adventure Club for 1<sup>st</sup> through 3<sup>rd</sup> Graders, Summer Squad for 4<sup>th</sup> and 5<sup>th</sup> Graders, and Trail Blazers for 6<sup>th</sup> through 8<sup>th</sup> Graders. Each group meets twice a month and has a different activity each meeting. While no one has attended Trail Blazers yet, the other two groups have been well attended! Anne lead a book discussion/book share about unicorns and narwhals for the first Adventure Club and Jordan, with some help from Mary, taught the kids a couple of ways to make firework art for their second Adventure Club. I lead the Summer Squad through a Marshmallow teambuilding challenge in their first meeting. In their second meeting, Anne taught the kids about the history of the Watts Towers and they even constructed their own versions of the towers. We have some fun planned for all the groups for July!

*Naturally Neighbors: Brookfield Zoo Partnership*—We are so happy to partner with the Brookfield Zoo for a series of three family programs this summer, the first of which was presented by Yvette Mendez this month. In the "Secrets of Seeds" program, participants learned about seeds, went outside to find seeds, and planted seeds to take home. We provided a display of seed themed books for patrons to look over and check out.

*Reading Buddies*—Our Reading Buddies program is back this summer! This is where we pair up our teen volunteers with children learning to read. This is a great opportunity for kids to practice reading with someone outside of their family in a fun, and friendly setting. Mary and I run this program and we decided to change the reading time to a half hour and to fit in three sessions in the evening instead of two like we previously did. While this program was extremely popular in the past, a lot of our regulars have aged out of the program, so we are working on rebuilding this summer.

*CYS at the Farmer's Market*— This summer, the CYS department is in charge of the Farmer's Market table twice a month. We plan on bringing hands on activities and crafts. This month, Bridget planned a window greenhouse seed planting activity and Jordan planned a contact paper, nature art activity.

*Pokémon*— The kids in town really love Pokémon. We are offering two different levels of Pokémon programs and each meet twice a month. I really want to thank former teen volunteer and current Pokémon expert, Clare Birmingham for running these programs. Clare knows so much about Pokémon and she shares her knowledge with the older kids in Pokémon Club and the younger kids in Pokémon Jr.

*Drop-In Programs*— We are offering many drop-in programs this summer. Mary has worked hard to plan crafts for both an on-going craft table and a weekly take home craft. So far we have had fun projects like popsicle stick superheroes, jellyfish, hugging sloths and hot air balloons.

Anne has been an excellent bingo caller at our two bingo events this month. She keeps the kids engaged and excited.

Our Little Hands program is back on Tuesday mornings, which is a fun opportunity for younger children and caregivers to have play and social time.

We alternate Family Playtime and Legopalooza on Saturdays. Both offer families the opportunity to drop by the Library and play during the weekend.

We also have a building table available this summer. So far we have offered gears, Lincoln Logs and K'nex. Also, our board game usage has been very high this summer. You wouldn't believe how many people come to play Chutes & Ladders!

*Teen Programming*— Unfortunately, our teen programming has not been popular this summer. No one has shown up to our 6<sup>th</sup> through 8<sup>th</sup> grade programs, where we were offering Minute to Win It games and a Crafternoon. Jessica Potter was set to lead a High School Manga and Anime Club meeting and Mary was set to lead a High School Book Share on Fantasy and Sci-Fi titles, but no one came to either of those programs either. We will keep trying out programs to see what works.

*Teen Volunteers*—We have over 100 teens who filled out applications, attended an orientation, and are signed up to volunteer with us this summer. The last time we had volunteers was in 2019, and we had 70. We are so lucky to have interested and involved teens who are willing to help us keep this program running and we are thankful!



**CHILDREN & YOUTH SERVICES STATISTICS – June 2022**

Reference questions asked	<u>327</u>
Informational questions asked	<u>390</u>

<b>Program Name</b>	<b>Date</b>	<b>Attendance</b>
SRP Kick Off Sign Up	6/1/22	358 kids, 182 adults and high schoolers
Volunteer Orientation	6/2/22	8 teens
Outdoor Storytime	6/3/22	17 kids, 10 adults
Family Playtime	6/4/22	10 kids, 7 adults
Take Home Craft: Popsicles	Week of 6/6	20 kids
Craft Table: Butterflies	Week of 6/6	60 kids
Mini-Movers Storytime	6/6/22	6 kids, 7 adults
Reading Buddies (3 sessions)	6/6/22	7 kids, 7 teens
Garden Storytime	6/7/22	13 kids, 8 adults
Little Hands	6/7/22	5 kids, 5 adults
Summer Squad 4 <sup>th</sup> & 5 <sup>th</sup> Grade	6/7/22	12 kids
Farmer's Market CYS Activity: Seed Planting	6/8/22	31 kids
Summer Camp ST	6/9/22	19 kids, 4 teens
Outdoor Storytime	6/10/22	25 kids, 15 adults
Pokémon Club	6/10/22	13 kids, 3 teens
Pokémon Jr.	6/10/22	5 kids, 3 teens
Legopalooza	6/11/22	15 kids, 4 adults
Take Home Craft: Clothespin Dinosaurs	Week of 6/13	25 kids
Craft Table: Superheroes	Week of 6/13	60 kids
Mini-Movers Storytime	6/13/22	8 kids, 8 adults
Summer Camp ST	6/13/22	23 kids, 4 adults
Reading Buddies (3 sessions)	6/13/22	15 kids, 6 adults
Little Hands	6/14/22	10 kids, 8 adults
Adventure Club 1 <sup>st</sup> – 3 <sup>rd</sup> Grade	6/15/22	5 kids
Farmer's Market Scavenger Hunt	6/15/22	42 kids
Bingo	6/16/22	11 kids, 5 adults
Brookfield Zoo: Secrets of Seeds	6/16/22	7 kids, 1 teen, 3 adults
Outdoor Storytime	6/17/22	21 kids, 11 adults
Family Playtime	6/18/22	12 kids, 8 adults

CHILDREN & YOUTH SERVICES – June 2022 – Nora Durbin

Take Home Craft: Sloth Hugs	Week of 6/20	25 kids
Craft Table: Hot Air Balloons	Week of 6/20	50 kids
Mini-Movers Storytime	6/20/22	9 kids, 8 adults
Summer Camp ST	6/20/22	5 kids, 2 adults
Reading Buddies (3 sessions)	6/20/22	6 kids, 5 teens
Garden Storytime	6/21/22	11 kids, 7 adults
Summer Squad 4 <sup>th</sup> & 5 <sup>th</sup> Grade	6/21/22	5 kids, 3 teens
Farmer's Market CYS Activity: Nature Pictures	6/22/22	34 kids
Summer Camp Storytime	6/23/22	21 kids, 4 teens
Yoga Storytime	6/24/22	20 kids, 15 adults
Pokémon Club	6/24/22	12 kids, 3 teens
Pokémon Jr.	6/24/22	8 kids, 3 teens
Legopalooza	6/25/22	13 kids, 6 adults
Take Home Craft: Aliens	Week of 6/27	25 kids
Craft Table: Jellyfish	6/27-6/30	20 kids
Mini-Movers Storytime	6/27/22	5 kids, 5 adults
Reading Buddies (3 sessions)	6/27/22	10 kids, 2 teens
Little Hands	6/28/22	9 kids, 3 adults
Adventure Club 1 <sup>st</sup> – 3 <sup>rd</sup> Grade	6/29/22	9 kids
Bingo	6/30/22	11 kids, 3 adults
Phone Charger Checkout		5 teens
Board Game Usage		62 kids
Nintendo Switch Usage		6 teens
Summer Reading Sign Up for Babies through 8 <sup>th</sup> Graders as of 6/30/22		602

**June 2022**  
**Sharon Shroyer**

**Patron Services**

Summer Reading has started and we have definitely seen an increase in patrons and materials being checked out.

We sold more of the Frank Lloyd Wright material on eBay for the book sale. So far, we have made over \$170 selling these items on eBay in the last month.

We have two more items for our Library of Things. One is an old fashioned Kodak carousel projector that the Library has had for as long as I remember. The other is a Brother P-Touch Label Maker.

**Computer Services**

We held a Technology meeting in June, discussing some new and some updated software. We have since upgraded our Malwarebytes anti-virus protection to something more robust that can remediate ransomware. I am currently learning the new software and setting it up.

We also purchased a license for a training software program for staff that will teach us how to handle phishing and other malicious attacks via our email. I will be training on that new software also.

We ordered and received two new laptops to act as spares for the CYS department. The three that we currently have will be converted to circulating laptops.

We received the last 14 of our new hotspots in June. They have all been processed and are circulating with the exception of three that we will be circulating with the three circulating laptops.

June 2022  
Information Services Update  
Diane Silva

### Summer Reading Update –

Our kickoff was a huge success for adults, as well as kids. We merged the teen and adult programs this year and have 279 registrants, with about 110 of registrants reporting their reading so far. As with last year, the family prize really encourages parent participation! We distributed 3 weeks of prizes (\$15 gift cards for a local business) in June.

### Marketing –

We crossed over 1000 followers on Instagram this month. We seem to get more interaction on Instagram with particular success when posting event and building photos.

### Programming –

June was full of huge events!

We kicked off the month with Salsa & Salsa (thanks to the Friends of the Library for funding this event). With slow registrations, we moved the outdoor event indoors and scaled back the program length to make it easier logistically. In the end, Salsa was an event that really highlighted the difficulty that libraries find with registration for free event. Folks register to hold a spot but, because it is free, don't attend. We fully booked a few days before the event and had to turn away people and then almost 2/3 of our expected attendees canceled at the last minute or just didn't come. We were, in this case, lucky that we had a good number of people show up not realizing that they needed to register. In the end, it was an awesome evening and the instructors from DeSueño Dance were outstanding. Thanks to Connie, Amy, Sharon and Ann Marie Dixon for their help.

We co-sponsored an American Red Cross Blood Drive with Riverside Township. It was a great success and we thank Andrew Lutha from the Township for help with marketing and room rental and Chief Buckley for his help with unloading logistics.

We capped off June with a double event evening on June 28. Janice hosted an internet genealogy speaker and got our largest genealogy attendance since pre-COVID. Upstairs in the Great Room we had an author talk with Riverside resident Caroline Woods who discussed her latest book, *The Lunar Housewife*. It was a fascinating look at the research she did to bring her historical fiction book to life and the process of getting it published.

Salsa & Salsa – 30

Don't Forget: The Science of Memory – 15

ARC Blood Drive - 42

Meditation (2 events) – 6

MLK and the October Surprise – 5

Caroline Woods - 33

All in the Family: Internet Genealogy – 12

Riverside Reads Book Club – 11

Chef Kwame – 5

Michelle Zauner - 6

Butterfly Raffle - 104

Spice Kits 35

Patron Interactions –We had 727 patron interactions by phone, email or in person.

**Riverside Public Library  
Miscellaneous Statistics - June 2022**

	Jun-22	Jun-21	YTD 2022	YTD 2021
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**Reference Statistics**

Questions Asked - Adult	727	551	4217	3095
Questions Asked - Youth Services	717	588	2960	3159

**Internet Usage - Adult  
- CY5**

	220	233	1410	930
<b>Total Usage</b>	<b>357</b>	<b>299</b>	<b>2055</b>	<b>996</b>

**Holdings**

Adult Titles Added	161	185	906	689
CYS Titles Added	107	80	610	437
<b>Total Titles Added</b>	<b>268</b>	<b>265</b>	<b>1516</b>	<b>1126</b>

Adult Titles Withdrawn	122	131	621	899
YS Titles Withdrawn	4	189	504	730
<b>Total Titles Withdrawn</b>	<b>126</b>	<b>320</b>	<b>1125</b>	<b>1629</b>

**Total Holdings**

**63013      62795**

**Adult Programs**

Number of Library Programs	18	8	103	54
Number of Community Programs	3	0	25	0
Library Program Attendance	187	53	907	636
Community Program Attendance	18	0	290	0
<b>Total Adult Program Attendance</b>	<b>205</b>	<b>53</b>	<b>1197</b>	<b>636</b>
<b>Total Adult Take &amp; Make Users</b>	<b>35</b>	<b>35</b>	<b>168</b>	<b>97</b>

**Youth Services**

Kids Passive Programs	5	3	23	13
Kids Active Programs	52	9	165	71
Teens Passive Programs	0	1	11	3
Teens Active Programs	0	0	14	0
<b>Number of Passive CY5 Programs</b>	<b>5</b>	<b>4</b>	<b>34</b>	<b>16</b>
<b>Number of Active CY5 Programs</b>	<b>52</b>	<b>9</b>	<b>179</b>	<b>71</b>

Kids Passive Prog. Attendance	697	286	1188	1335
Teens Passive Prog. Attendance	0	9	122	46
Kids Active Prog. Attendance	884	184	4754	3719
Teens Active Prog. Attendance	20	1	205	1
<b>Total Passive Prog. Attendance</b>	<b>697</b>	<b>295</b>	<b>1310</b>	<b>1381</b>
<b>Total Active Prog. Attendance</b>	<b>904</b>	<b>185</b>	<b>4959</b>	<b>3720</b>

**New Library Cards Issued**

	104	56	333	148
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**Library Attendance**

	9226	5141	40701	16201
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**Faxes sent by Patrons**  
**Notary Service**

20	9	107	71
20	10	130	47

Checkouts  
Renewals  
Checkins  
**Total Circulation**

6486	5281	32973	26449
3421	2908	20959	16960
6667	5953	37431	39028
<b>16574</b>	<b>14142</b>	<b>91363</b>	<b>82437</b>

**Interlibrary Loans**

Loaned  
Borrowed

1003	1008	5299	5689
1197	1144	6735	8755

**Reciprocal Borrowing**

Loaned to Other Library Patrons  
RPL Patrons Borrowing Elsewhere

933	593	3693	2072
597	1044	5404	4107

**Digital Resources**

Hoopla  
Axis360  
Digital Library of Illinois (MMM)  
Flipster Downloads and Views

325	372	2110	2184
121	121	767	713
1006	799	5732	4798
23	24	425	611

Web Site

Total Hits

4448	3379	23457	552570
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Wireless Statistics

1148	2567	13435	16027
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**Online Databases**

Ancestry.com

Searches  
Returns

456	786	2969	6915
374	1215	2414	5117

Encyclopaedia Britannica

Sessions  
Documents

3	4	94	14
49	20	148	34

Newsbank

Searches

16	0	37	20
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**EBSCO Online Databases**

<b>Academic Search Premiere</b>				
Searches	22	64	130	69
Requests	22	64	129	69
<b>Auto Repair Source</b>				
Searches	0	0	0	0
Results	0	0	0	0
<b>Biography Reference Center</b>				
Searches	3	3	8	10
Requests	3	3	8	7
<b>Business Source Premier</b>				
Searches	12	3	163	3
Results	12	3	163	3
<b>Consumer Health Complete</b>				
Searches	3	4	4	5
Results	0	20	0	21
<b>Consumers Reports</b>				
Sessions	2	8	32	64
Searches	4	11	439	887
<b>History Reference Center</b>				
Searches	0	26	19	29
Results	0	26	19	29
<b>Legal Information Ref. Center</b>				
Searches	2	3	6	3
Results	2	3	6	3
<b>Literary Reference Center</b>				
Searches	35	9	108	10
Requests	35	9	108	10
<b>Masterfile</b>				
Searches	61	57	250	99
Requests	61	57	250	84
<b>Middle Search Plus</b>				
Search	0	2	0	3
Results	0	2	0	3
<b>Newspaper Search Plus</b>				
Search	10	15	83	22
Results	10	15	83	50
<b>Novelist</b>				
Searches	5	342	48	586
Requests	6	495	47	817
<b>Points of View Ref. Center</b>				
Searches	11	4	67	4
Results	11	4	67	4
<b>Primary Search</b>				
Searches	0	22	3	23
Results	0	22	0	39
<b>Science Reference Center</b>				
Searches	6	0	35	28
Results	6	0	33	0
<b>Small Business Center</b>				
Searches	0	NA	NA	NA
Results	0	NA	NA	NA

**Additional Statistics**

Newspaper Archives

Searches	25	NA	143	NA
Museum Passes Issued	24	NA	58	NA
Library of Things Equipment Kits	57	NA	130	NA
Create Collection Equipment	3	NA	36	NA
	2	NA	8	NA

**Online Learning**

Creative Bug Sessions	3	NA	7	NA
Total Viewed	13	NA	13	NA
Universal Class	0	NA	2	NA



**LIBRARY DIRECTOR'S REPORT**  
**June 2022**



**Administrative**

After a very successful Summer Reading Kick-Off on June 1, the Library, especially the CYS department, has been very busy. Nora will have the specific numbers, and you will be able to see how popular the program is! Thanks to all staff for handling the "crowds" so well. In addition, our Farmers' Market booth numbers have been impressive!

The transition from Jen Pacourek to Mike Hagins as Board Treasurer has been completed. Mike is now bonded, and is an authorized signer for Library-issued checks. I think after two treasurer changes in a year, the bonding agency hopes Mike will be a repeat for a while!

Jane and I met with representatives from First American Bank concerning their webpage changes and the upcoming finance charges they will be instituting. We will be scheduling a meeting with Riverside Bank soon to see if we can lower the costs. We have not had to pay these fees before, but First American will no longer waive them for us, or other municipal clients.

We are still on schedule for a fall debut of several of the Maker Space pieces of equipment. Our consultant has been in several times, and is making great progress setting up the machinery.

With the addition of the Maker Space equipment, we needed to make room in the Community Room closet. In order to relocate the extra tables and chairs, the storage room (aka Homer's Room) needed to have the remaining junk removed. We contracted with a local junk cleaner, and they were able to clear out all the remaining garbage/junk from the room for under \$250. This saved us from having to drag a few things out every day to the garbage. Since many of the items were heavy and/or awkward, it was best to have professionals handle the work. The storage room is the cleanest I have seen it in 28 years!

Final preparations were done for our Fourth of July participation. The bookmarks and tattoos were well received by those on the parade route. Thank you to Patrick White, Christine Long, Diane Silva, Gabe Fisher, Connie Meade, Maureen Rafa and Cathy Sauer for representing the Library, and thanks to Friends of the Library members Lindsay and David Morrison, Amy Jacksic, Cyndi Robinson, and Nancy and Samantha Morgan for joining our delegation. There was a snafu with the car for the parade contingent, but thanks to Christine, and her fast thinking, she found us a vehicle to use within minutes of the start of the parade. We appreciate Patrick's and Jenny's hard work getting the original convertible to the parade. Who knew the engine would overheat and cause the antifreeze to drain out of the car!?

**Special Projects**

After paying one last bill from Lo Destro, Jane updated the final renovation costs, and Seema Patel was sent the updated information. Because Seema has been on vacation, we still have not met with Michael Marrs and a representative from the Village to finalize numbers.

**Ongoing**

Managers' meetings continued in June.

**Advocacy**

The Friends met on June 21. They talked about their upcoming raffle for July 3. They hoped to raise money by selling tickets for a chance to win a parking spot in the Village lot next to the Library and a designated space to sit in Guthrie Park for the July 3 festivities. The lucky winner was pulled on July 2!

### Genealogy

We hosted a genealogy speaker, Caron Primus Brennan, on June 28. She spoke about using the internet for genealogy research. We had 12 people in attendance, and they really enjoyed her presentation.

### Building Maintenance

Ken contacted Charlie Pipal about the vent for the chimney. It was agreed that the entire Preservation Committee will not need to be involved with the approval process. We will be able to work with Ashley Monroe, the Village's Assistant Manager. I contacted John Holton from Holton Brothers (our masonry contractors), and he and Ken were able to connect to discuss our needs. John sent someone to climb up the chimney to determine the best route to take. Hopefully within the next month, we will be able to have everything in place to prevent feathered visitors in the Library.

Spring gutter cleaning was performed this month.

The elevator passed its biannual safety test, and routine lawn care took place.



# Library Board Memorandum

**To:** Board of Trustees  
**From:** Janice Foley, Library Director  
**Date:** 6/30/22  
**Re:** Special Event Library Rental

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We have received a request for use of the Library's Great Room for a baby shower on July 31. The mother-to-be, Carolyn Tomecek Christiansen, has been an avid Library user and supporter since her youth, and, most recently, she supervised some National Honor Society volunteers from RB as they helped us bring shelving and other things up to the attic!

The parents of Carolyn have already secured insurance, and they have agreed to the use fee and hourly charge. I would encourage approval of this application. Thank you.

JF:cl



Riverside Public Library  
 1 Burling Road  
 Riverside, IL 60546  
 708/442-6366 FAX 708/442-9462

**APPLICATION FOR USE OF LIBRARY FOR AFTER HOURS SPECIAL EVENTS**

After hours private Special Events may be held at the Library. Each request must be approved by the Library Board of Trustees. Approval and fees will be set based on the hours needed, the availability of staff and space, and the nature and size of the event. Fees must be paid at the time of booking.

Date of Request: June 29, 2022

Contact Person: Sharon Tomecek + Mike Tomecek

Address: 56 Pine Ave., Riverside Email: idic5@yahoo.com

Home/Cell Phone: 708-442-7645 <sup>cell</sup> Work Phone: 708-369-6668

Name of Organization: \_\_\_\_\_

Event: Baby Shower

Date(s) of Use: Sunday, July 31, 2022

Time Event Begins: 1:00 Ends: 4:00 Expected Attendance: 25

The **Great Room and/or Atrium** can accommodate groups up to 150 people, either standing or auditorium style seating. The Library has approximately 100 chairs, but additional chairs may be provided by the applicant, at their cost.

The **Community Room(s)** (34' x 17') seat a maximum of 50 auditorium style or 48 at tables.

The **Friends of the Library Terrace** (24' x 12') is available for small groups up to 20.

There is a **\$300 use fee** and a **\$100/per hour (2-hour minimum) charge** for all rooms. Use fee must be paid at the time of booking. This includes two staff members who stay for the entire event.

Please indicate if refreshments/food will be served: yes  no \_\_\_\_\_

All cleanup (except for furniture) is the responsibility of the applicant.

**Applicants are required to furnish a Certificate of Insurance showing \$1,000,000.00 general liability coverage. The Riverside Public Library should be named as additional insured on the certificate. If alcohol is to be served, a Village of Riverside liquor permit and liquor liability (DRAM) insurance will also be required before the event takes place.**

**WAIVER:**

I/we the Undersigned hereby waive and release any claims, causes of action, damages or demands I may have against the Riverside Public Library, its Board of Trustees, and employees thereof arising out of or in connection with my use of the aforesaid space. I further agree to defend and hold harmless the Riverside Public Library, its Board of Trustees, and employees thereof from any claims, causes of action, damages or demands which may be made on account of the aforesaid function. I further agree to assume all responsibility for the conduct and safety of my guests and assume all financial responsibility to make payment to the Riverside Public Library for any damages done to the Riverside Public Library by myself or my guests while in attendance at this function.

**I have read and understand the attached Meeting Room Policy and the Waiver, and will personally guarantee and be responsible for compliance.**

Signature: Sharon Tomecek

Date: 6-29-22

**CERTIFICATE OF LIABILITY INSURANCE**

ISSUE DATE (MM/DD/YYYY)  
06/29/2022

**PRODUCER** 800-236-4252  
MARKEL SERVICE INCORPORATED  
P O BOX 906  
PEWAUKEE, WI 53072-0906

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**INSURED** **Event Date: 07/31/2022**  
MIKE TOMECEK  
56 PINE AVE  
Riverside, IL 60546-2179

**INSURERS AFFORDING COVERAGE**  
**INSURER A:** Markel American Insurance Company  
**HONOREE(S)**  
CAROLYN CHRISTENSEN

**COVERAGES**  
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE ABOVE NAMED INSURED FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> HOST LIQUOR INCL. <input checked="" type="checkbox"/> TPPD GENERAL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	MEL00000656084	07/31/2022	07/31/2022	EACH OCCURRENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$1,000,000
					MED EXP (Any one person)	Excluded
					PERSONAL INJURY	\$1,000,000
					GENERAL AGGREGATE	\$1,000,000
					DAMAGE TO RNTD PROP	\$1,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____				COMBINED SINGLE LIMIT (Each Accident)	
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY-EA ACCIDENT OTHER THAN EA ACC AUTO ONLY: AGG	
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE AGGREGATE	
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>				WC STATU   OTHER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE-POLICY LIMT	
	<b>OTHER</b>					

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**  
The Certificate Holder is included as an insured under the Hosting Facility Liability Coverage, but only in respects to claims arising out of the negligence of the Named Insured.  
If the event continues past 12:00 a.m., at the location named on Declarations Page, such continuation shall be considered as the event date. Event includes set up and break down and the scheduled rehearsal or rehearsal dinner scheduled within 48 hours of the event if the event is a wedding. Set up and break down means decoration and removal of decoration at the event location that occurs no more than 24 hours prior to the event and 24 hours after the event.

**CERTIFICATE HOLDER**  
RIVERSIDE PUBLIC LIBRARY  
1 BURLING RD  
Riverside IL 60546

**CANCELLATION**  
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  
**AUTHORIZED REPRESENTATIVE**  
