

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 11, 2023 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. Public Comment
- V. Approve Sine Die Minutes of May 9, 2023 – *Action Item*
Approve Minutes of May 9, 2023—*Action Item*
- VI. Review of May Bills—*Action Item*
- VII. Review of May Financial Statements—*Action Item*
- VIII. Committee Reports
 - A. Finance – Jane Birmingham
 - B. Building & Grounds – Ken Circo
 - C. Policy & Bylaws – Dan Loucks
 1. Investment of Public Funds Policy - *Action Item*
 2. Fund Balance Policy – *Action Item*
 3. Leave of Absence Policy – *Action Item*
 4. Tutoring Policy – *Action Item*
 - D. Technology – Michael Hagins
 - E. Communications and Marketing – Courtney Greve Hack
- IX. 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
- X. Director's Report—Janice Foley
- XI. Unfinished Business
 - A. Recommendation for Awarding of Construction Project – *Action Item*
- XII. New Business
 - A. Presentation by Library Attorney – Michael Marrs
- XIII. Announcements
- XIV. Correspondence & FYIs
 - A. AAUW donation for Women's History Month
 - B. Riverside Junior Woman's Charity Donation
- XV. Executive Session

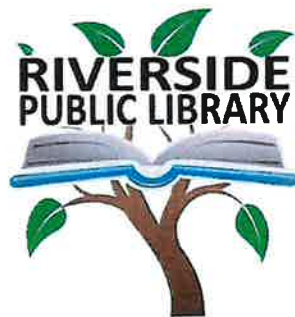
The Board of Trustees may decide, by a roll call vote, to convene in executive session if there are matters to discuss confidentially, in accordance with the Open Meetings Act.
- XVI. Adjournment



Riverside Public Library

Refer to June Board Packet for:

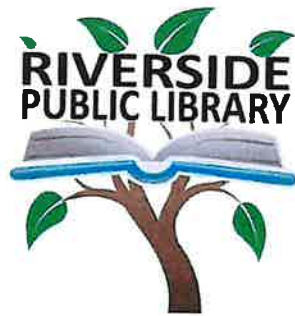
**Sine Die Minutes – May 9, 2023
Board Minutes – May 9, 2023
Review of May Bills
Review of May Financial Statements**



Riverside Public Library

Refer to June Board Packet for:

Investment of Public Funds Policy
Fund Balance Policy
Leave of Absence Policy
Tutoring Policy



Summer Reading Kicked Off this month and we have been happily busy with our big kick-off party, signing kids (and their parents) up for Summer Reading, and additional programming. Plus, kids and families have been coming in to read, hang out, play and enjoy the Library! Thank you to all of the CYS staff for stepping up and working hard leading up to and during the Summer Reading Program!

Highlights

Field Trips: Central's Kindergarten classes came for their annual field trip on June 1. It was a little different this year; instead of having an AM and a PM group, all classes came together. It was a fun group and we read some stories, went on a library tour, and learned about the Summer Reading Program.

Central's 3rd graders stopped by the Library as part of their tour of Riverside. Each group got a tour of the upstairs of the Library, including historical information and a trip to the roof, plus a Summer Reading talk.

Summer Reading Kick-Off—We had a beautiful day for our Summer Reading Kick-Off. A big thank you to all of the staff that helped with this event—we couldn't have done it without you! A large crowd gathered on the front lawn to see (and sometimes touch and hold) various reptiles brought by Kim's Cruisin' Kritters. Following the show, patrons were invited to sign up for the Summer Reading program. Everyone who registered got a ticket to the customize your own popcorn bar, where they could pick sweet and salty treats to add to their popcorn. We also had a temporary tattoo station and community tables from Riverside Bank and Raising Cane's. 305 bags of popcorn were handed out. What a busy and successful kick-off!

Storytimes—We offer a variety of storytimes over the summer. We have an all ages storytime on Fridays that we like to have outside when we can. This storytime is usually lead by Mandi. Anne presents a mini-storytime before our Little Hands Playtime on Tuesdays. Francesca presents storytimes at the Community Garden.

We are also hosting storytimes for Riverside Parks and Recreation's Summer Camps; Anne and I present those storytimes. I was able to meet with the summer camp counselors in early June before camp started. We went over all the fun play options for campers at the Library in addition to general Library rules and ways that Library staff are there to help.

I had the opportunity to present a storytime at the Brookfield Zoo this month as part of their ZAP! Storytime at the Zoo program. I collaborated with Emily Olson from the Zoo to present an interactive storytime on bees. It was a fun experience and I hope to be able to work with the Zoo again soon.

Grade Level Groups—We continued our grade level groups this year. The Adventure Club is for 1st through 3rd graders. The Summer Squad is for 4th and 5th graders. The Trailer Blazers is for 6th through 8th graders. We plan different STEAM based programs for each meeting. Anne, Mandi and Nikki planned and presented these programs this month and topics included fashion design; graphic novels (sharing and creating); and squirt gun painting.

Other Activities—The popularity of Reading Buddies is picking up steam. This is an awesome program where younger kids can read with teen volunteers.

CHILDREN & YOUTH SERVICES – June 2023 – Nora Durbin

Bingo is popular again this summer. Who doesn't want to play a game and have a chance to win prizes?

Pokémon Club and Pokémon Jr. are also favorites. Kids love to come together, show off their cards and talk all things Pokémon!

Teen Volunteers—We are so lucky to have so many great volunteers this summer. Our 79 volunteers help in a variety of ways during the summer including, but not limited to: working at the reading log check-in table, helping with programs, working at the Farmer's Market, and helping keep our department clean and organized during this high use time period. I am so thankful for all their help!

CHILDREN & YOUTH SERVICES STATISTICS – June 2023	
Reference questions asked	<u>226</u>
Informational questions asked	<u>400</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
6/1/2023	Camp Counselor Training			10	2	
6/1/2023	Central Kindergarten Field Trip		55		14	
6/1/2023	New Parent	2			2	
6/3/2023	Volunteer Training			17		
6/8/2023	Camp Storytime 1	13		4		
6/8/2023	Camp Storytime 2	16		2		
6/9/2023	Animal Kick Off Program					145
6/9/2023	Kick-Off Party Attendees (Popcorn tickets)				305	
6/12-6/15	Take Home Craft					30
6/12/2023	Reading Buddies Session 1		6	6		
6/12/2023	Reading Buddies Session 2		1	6		
6/12/2023	Reading Buddies Session 3		1	6		
6/12/2023	Camp Storytime	15			4	
6/13/2023	Garden Storytime	4			5	
6/13/2023	Mini Storytime	8	3		6	
6/13/2023	Little Hands Playtime	6	2		6	
6/13/2023	Summer Squad		9			
6/14/2023	Bingo					18
6/15/2023	New Parents Group	1			1	
6/16/2023	All Ages Storytime	12	2		9	
6/16/2023	Pokemon Club		6	8		
6/16/2023	Pokemon Jr	2	6	4		
6/17/2023	Family Playtime	2			2	
6/19-6/22	Take Home Craft					30

CHILDREN & YOUTH SERVICES – June 2023 – Nora Durbin

6/19/2023	Reading Buddies Session 1		4	6		
6/19/2023	Reading Buddies Session 2		3	6		
6/19/2023	Reading Buddies Session 3		3	6		
6/20/2023	Mini Storytime	2			1	
6/20/2023	Little Hands Playtime	9	2		7	
6/20/2023	Adventure Club		10		1	
6/22/2023	Camp Storytime 1	14		4		
6/22/2023	Camp Storytime 2	15		2		
6/23/2023	All Ages Storytime	15	5		14	
6/24/2023	Legopalooza		1		1	
6/26-6/29	Take Home craft					30
6/26/2023	Reading Buddies Session 1		5	6		
6/26/2023	Reading Buddies Session 2		4	6		
6/26/2023	Reading Buddies Session 3		6	6		
6/27/2023	Garden Storytime	6	2		5	
6/27/2023	Mini Storytime	8			5	
6/27/2023	Little Hands Playtime	5	2		6	
6/27/2023	Summer Squad		3	2		
6/28/2023	Bingo					10
6/29/2023	Storytime at Brookfield Zoo					48
6/29/2023	Trail Blazers			4		
6/30/2023	All Ages Storytime	13	3		10	
6/30/2023	Pokemon Club		10	3	6	
6/30/2023	Pokemon Jr	1	5	3		
All Month	Blue Board Question					97
After School	4 days					85 kids and teens
Phone Charger Checkout						22 teens
Board Game Usage						96 games
Nintendo Switch Usage						38 teens
Summer Reading Program Sign Up for birth through 8 th Grade as of 6/30/23						543 kids and teens

June 2023
Sharon Shroyer

Patron Services

Well, this is the first monthly report I have ever written from MacNeal Hospital. I was in a car accident on June 16th, that required surgery and 6 weeks no weight bearing on my broken ankle. I thank everyone for their good wishes and hope to be back as soon as I can. In the meantime, I hope to work on the new procedure manual that I mentioned last month.

I also want to say how grateful I am to supervise the staff in Patron Services that I have. They have stepped in, filled in, helped out in any way they can during all this. I appreciate it more than I can say. I am also so grateful to everyone else on staff who have helped out with things I can't do right now. Especially Janice, who has been so very helpful with everything since the accident. I owe all a huge debt of gratitude.

A new disc repair machine was ordered while I was in the hospital. If I wasn't on no weight bearing for six weeks, I would have jumped for joy. While the two machines we have had previously got the job done, it was messy, loud and very finicky, which is downplaying what a pain it was to use. Dana has added it to the other repair projects she takes care of. I hear she has been doing a wonderful job.

Computer Services

A new laptop for Henry was ordered and will be set up when I return to work.

I renewed the other half of our Mobile Beacon hotspots.

June 2023 Information Services Update
Diane Silva

Magazines

This month Lisa and I completed a full analysis of subscription costs for current magazines as part of our Ebsco renewal evaluation. We discovered that we can save about 20% by switching to Rivistas as our provider. At the end of this month, we officially made the switch and will be working the Gabe to track the transition.

Summer Reading Update

Adult/Teen SRP is going strong. We have a whopping 196 patrons aged 13 and up registered. This year our program asks individuals to read 20 minutes a day for 30 days. For every 10 days completed, they come in to pick up a prize from our prize baskets. Each of the 3 level baskets contain different prizes, some featuring items made in The Spot (infinity cubes, sharpie air brush sprayers, and kits to use our button makers).

Of the 196, however, only 10 are teens aged 13 – 18 (with 9 additional 13-year-olds registered with the youth program). This bracket has traditionally been the hardest to reach and we will keep working to find new ways to increase teen involvement.

Senior Programming

Our partnership with Mather continues to be a great success. Our weekly chair yoga took a while to catch on, but we are now consistently seeing full turnout. Mather is providing these classes at no cost and have agreed to extend the program through the end of the summer. They are also presenting an online program titled Boost Your Brain and Memory. We are getting great feedback for both programs and hoping to do more with Mather in the future.

Blood Drive

Our second annual blood drive with the Township was another great success. I talked to the workers while donating and they said it was a steady, successful drive. I've already reached out to the Township in hopes that we can partner again in 2024.

Programming

The SPOT Appointments/projects – 6
ILP Jesmyn Ward – 1
ILP Robin Wall Kimmerer – 5
Mindful Chair Yoga (5 sessions) – 55
Boost Your Brain (5 sessions) - 23
Tech Help - 2
Waltzing Australia – 13
The Spot Craft – 10

Genealogy – 12
Meditation (2 session) – 6
Riverside Reads Book Club – 9
Crafting Connections - 4
Passive
Spice Kits – 50
Seed Packets Take/Leave –13
Puzzle -12

Patron Interactions –We had 849 patron interactions by phone, email or in person.

**Riverside Public Library
Miscellaneous Statistics - June 2023**

	Jun-23	Jun-22	YTD 2023	YTD 2022
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Reference Statistics

Questions Asked - Adult	849	727	4713	4217
Questions Asked - Youth Services	626	717	3355	2960

**Internet Usage - Adult
- CYS**

Total Usage

	310	220	25096	1410
	316	137	1118	645
Total Usage	626	357	26214	2055

Holdings

Adult Titles Added	142	161	790	906
CYS Titles Added	24	107	482	610
Total Titles Added	166	268	1272	1516

Adult Titles Withdrawn	183	120	1047	619
YS Titles Withdrawn	8	0	795	500
Total Titles Withdrawn	191	120	1842	1119

Total Holdings

	62782	63013
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Adult Programs

Number of Library Programs	21	18	96	103
Number of Community Programs	8	3	62	25
Library Program Attendance	156	187	338	907
Community Program Attendance	84	18	779	290
Total Adult Program Attendance	240	205	1117	1197
Total Adult Passive Prog. Users	75	35	441	248

Children and Youth Services

Children 0-11 Passive Programs	4	5	14	23
Children 0-11 Active Programs	42	52	203	165
YA 12-18 Passive Programs	1	0	9	11
YA 12-18 Active Programs	6	0	30	14
Number of Passive CYS Programs	5	5	23	34
Number of Active CYS Programs	48	52	225	179

Children Pass. Prog. Attendance	120	697	346	1188
YA Passive Prog. Attendance	97	0	234	122
Children Active Prog. Attendance	738	884	4310	4754
YA Active Prog. Attendance	84	20	313	205
Total Passive Prog. Attendance	217	697	580	1310
Total Active Prog. Attendance	822	904	4623	4959

New Library Cards Issued

	100	104	317	333
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Library Attendance

	7849	9226	43070	40701
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Faxes sent by Patrons

	17	20	89	107
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Notary Service

	20	20	93	130
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Checkouts	6613	6486	31399	32973
Renewals	2995	3421	19808	20959
Checkins	6569	6667	34616	37431
Total Circulation	16177	16574	85823	91363

Interlibrary Loans

Loaned	941	1003	6092	5299
Borrowed	1119	1197	6624	6735

Reciprocal Borrowing

Loaned to Other Library Patrons	546	933	3437	3693
RPL Patrons Borrowing Elsewhere	1209	597	6604	5404

Digital Resources

Hoopla	366	325	2162	2110
Axis360	88	121	735	767
Libby (Digital Library of Illinois)	1238	1006	7268	5732
Flipster Downloads and Views	21	23	189	425

Web Site

Total Hits	4290	4448	26395	23457
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Wireless Statistics

	NA	1148	#VALUE!	13435
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Online Databases**Ancestry.com**

Searches	456	456	5076	2969
Returns	741	374	9592	2414

Encyclopaedia Britannica

Sessions	36	3	225	94
Documents	36	49	225	148

Newsbank

Searches	14	16	65	37
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EBSCO Online Databases

Academic Search Premiere				
Searches	95	22	325	130
Requests	95	22	325	129
Auto Repair Source				
Searches	0	0	0	0
Results	0	0	0	0
Biography Reference Center				
Searches	3	3	15	8
Requests	3	3	14	8
Business Source Premier				
Searches	4	12	169	163
Results	4	12	169	163
Consumer Health Complete				
Searches	0	3	1	4
Results	0	0	0	0
Consumers Reports				
Sessions	0	2	22	32
Searches	0	4	317	439
History Reference Center				
Searches	4	0	35	19
Results	4	0	35	19
Legal Information Ref. Center				
Searches	0	2	0	6
Results	0	2	0	6
Literary Reference Center				
Searches	35	35	284	108
Requests	35	35	284	108
Masterfile				
Searches	24	61	224	250
Requests	24	61	224	250
Middle Search Plus				
Search	0	0	32	0
Results	0	0	32	0
Newspaper Search Plus				
Search	19	27	116	100
Results	19	27	116	100
Novelist				
Searches	3	1	20	44
Requests	2	1	17	42
Points of View Ref. Center				
Searches	22	22	228	78
Results	22	22	228	78
Primary Search				
Searches	0	0	5	3
Results	0	0	5	0
Science Reference Center				
Searches	0	6	36	35
Results	0	6	9	33
Small Business Center				
Searches	3	0	8	0
Results	20	0	24	0

Additional Statistics

Newspaper Archives

Searches

13	25	95	143
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Museum Passes

Issued

14	24	72	58
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Library of Things

Equipment

87	57	385	130
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Kits

22	3	104	36
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Create Collection

Equipment

10	2	26	8
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Online Learning

Creative Bug

Sessions

0	3	12	7
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Total Viewed

0	13	10	13
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Riverside Public Library

**RECOMMENDATION FOR AWARDING CONSTRUCTION
PROJECT**

Document will be provided at Board Meeting



Library Director's Report
June 2023



Administration

The Cindy Vitek Memorial reception was held on Sunday, June 4. Diane and I staffed the special event. Many of her family and friends were present; the organizers prepared appetizers and sweets from Cindy's recipes and everyone was reminiscing about Cindy. They raised around \$3,000 and we are trying to figure out what they can purchase as a memorial.

The First Farmers' Market of the season on June 7 was very well attended and a busy day for the Library Tent. We gave away 90 prizes to successful scavenger hunters and the Book Farm kick off was well received. Subsequent markets in June saw higher than normal participation numbers. Due to the air quality conditions on June 28, the decision was made to not send staff to the market. Several other vendors made the same decision.

Summer Reading Kick off was a hit! The Animal program sponsored by Riverside Bank had over 100 children in the audience. Snakes, turtles, birds and other reptiles were available to be touched and held. My granddaughter was very excited to have a snake on her shoulders! Over 300 participants signed up that day and those who did were able to enjoy the popcorn "bar". Several staff popped A LOT of popcorn, to which salty and sweet extras (M & M's, gummies, etc.) could be added. Thank you to all staff who worked and helped make the event such a success. Thanks to Ken for popping in too.

Due to a lack of a quorum, the June Library Board Meeting was cancelled. The agenda items for that meeting will be included in the July Board Meeting agenda.

Gabriel Fisher, Friend Sarah Nielsen and I set up a Library table at the first Cruise Night of the summer on June 17. The sudden drop in temps that day made for a chilly evening but, we were still able to hand out bookmarks and 28 toy cars! We will be going to the July Cruise Night as well.

Seven staff and five Trustees will be part of the Library delegation in the Fourth of July Parade. They will be joined by a contingent of Friends Officers as well. Rather than matching tee shirts, all of the Library marchers will be wearing a patriotic banded Panama hats and handing out colorful library/reading/book stickers. Thank you to all who volunteered to march.

Patron Services Staff have pitched together in Sharon's absence to help keep everything "circulating" smoothly! Tasks previously done by Sharon have been distributed around and the staff have been great getting them done. Diane and I held a PS Department Meeting on June 28 to talk about the changes and adjustments that will be necessary until Sharon returns. Everyone is very supportive of helping out so Sharon can concentrate on rehabilitation. Very proud of them all.

The Riverside Junior Woman's Charity sent us a \$500 donation. We used the money to purchase a new disc cleaning and repair machine, a Library Logo tablecloth for use at community events and a six foot folding table for outdoor events.

Ongoing

Management Team meetings continued weekly.

Genealogy Club continues to have a great turn out for meetings on the fourth Tuesday of each month. We had 12 members at the July 27 meeting.

Advocacy

Friends met on June 20. At this meeting, they agreed to donate \$5,000 for Library Programming, \$3,000 for the Annual Summer Reading Program and \$1,000 for SPOT supplies. These amounts will all be part of the 2024 budget year. The group is having a very good membership drive and they wanted to support the Library accordingly. In discussion about the October 14 Harvest Bingo Fundraiser, they asked if the Library Board would again be willing to pay for the bottled water and popcorn treats like last year. Please let me know if this is something the Board wants to do. There is money in the Trustee budget line if you would like to take the money from there, or like last year, trustees can contribute personally. Please let me know what is preferred.

Building and Grounds

Our copier leases were up so we received two upgraded models. The cost for the newer ones will actually be \$25 less a month than we have been paying. What is good about the new models is that we can program the public one to serve as a fax machine so patrons can have access to that capability without having to ask at the front desk. The costs can be programmed into the payment tower. As is par for the course, it took several tech visits to get the public copier set up because of the multiple print programs available for use but by the next day it was running smoothly.

The bid announcement was published in the RB Landmark and on several online websites. A pre-bid meeting was held on June 22. Only two contractors attended but we know that at least 6 copies of the blueprints were downloaded by companies. The bid closing will be Friday, July 7 and Darren and Studio GC will have a recommendation for the Board by the start of the Board Meeting on July 11.

The masonry repairs were started and completed!! This includes the West elevation, the emergency stairs off the Terrace and a chimney cap on the main chimney!

Routine lawn care took place.

Sprinkler system inspection took place and we passed.

The elevator passed the annual state inspection.



JUNE 15, 2023

Ms. Janice Foley
Director
Riverside Public Library

Dear Ms. Foley:

The Riverside branch of American Association of University Women (AAUW)would like to contribute funds towards future lectures during March Women's History month. We have co-sponsored these events with the library for many years. We are hoping to continue with this legacy.

Please advise us as to the proper procedure for donating funds to the library for this purpose.

Thank you for your past support of AAUW. We look forward to hearing from you. I can be contacted via email mrohter@yahoo.com or by telephone 708-442-9134.

Sincerely,

A handwritten signature in cursive script that reads "Margaret Rohter".

Margaret Rohter
President
Riverside branch AAUW



We are happy to send you this money as part of our end of the year distributions. We know that your organization does great work in the community and we are happy to be able to support that work.

Thank You!

Ellen Casey