

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, May 12, 2026 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. Annual Election of Officers and Appointment of Committee Chairs for 2026 - 2027
- VI. Approve Regular Meeting Minutes of April 14, 2026 – *Action Item*
- VII. Updated Review of March Bills – *Action Item*
- VIII. Review of April Bills—*Action Item*
- IX. Review of April Financial Statements—*Action Item*
- X. Committee Reports
 - A. Finance – Nancy DeFauw
 - B. Building & Grounds – Ken Circo and Tracy Bohrer (Ramp Drawings?)
 - C. Policy & Bylaws – Dan Loucks
 - D. Technology – Mickey Novak
 - E. Communications and Marketing – Courtney Greve Hack and Amy Bilow
- XI. Staff Reports
 - A. Youth and Teen Services Manager—Nora Durbin
 - B. Circulation Services & Computer Services Manager—Sharon Shroyer
 - C. Information Services—Diane Silva
 - D. Monthly Statistics
- XII. Director's Report—Janice Foley
- XIII. Unfinished Business
 - A. Fund Balance Transfer – *Action Item*
 - B. Circulation Services and Staff Area Renovation Updates
- XIV. New Business
 - A. Special Event Application – *Action Item*
- XV. Announcements
- XVI. Correspondence & FYIs
 - A. Thank you letters from patrons
 - B. Thank you from AARP
- XVII. 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.
- XVIII. Adjournment



**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
April 14, 2026**

Held Tuesday, April 14, 2026 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; Dan Loucks, Secretary; Nancy DeFauw, Treasurer; Tracy Bohrer, Trustee; and Mickey Novak, Trustee.

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

Absent: Courtney Greve Hack, Vice President; Amy Bilow, Trustee.

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

Review of Regular Meeting Minutes - March

Dan Loucks moved, and Tracy Bohrer seconded, that the Board approve the minutes of the March 10, 2026 regular meeting.

Ayes: Bohrer, Circo, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Review of Current Bills - March

Dan Loucks moved, and Tracy Bohrer seconded, that the Board approve accounts payable check numbers 24636 through 24689, including voided check numbers 24638, 24639, 24640, 24644, 24645, 24646, 24647, 24651, 24666, 24667, 24668, 24669 and 24686, and the payment of payroll checks for department numbers 01 through 04, which includes payroll through March 21, 2026, in the total amount of \$109,604.33.

Roll Call Vote:

Ayes: Bohrer, Circo, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements - March

Dan Loucks moved, and Mickey Novak seconded, that the Board approve the financial statements for March 31, 2026, subject to audit.

Roll Call Vote:

Ayes: Bohrer, Circo, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

Financial Fund Consolidation and Name Changes

Nancy DeFauw moved, and Dan Loucks seconded, the Board approve the financial fund consolidation and name change.

Ayes: Bohrer, DeFauw, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Director Foley reported that with these changes, the Library will have sufficient funding in the Tax Reserve Fund to make a sizable transfer to the Capital Improvement Fund, which, in turn, will be sufficient to fund the renovation project and a majority of the exterior ramp project.

Building and Grounds

The Foley Community Room door hinge has not yet been repaired. The handicap accessible door was repaired.

The outdoor lighting installation was completed, however, several issues occurred. We were informed by the Village during the exterior lighting inspection that we needed to remove the old wiring. When attempting to do this, the new wiring was severed, so the new lights no longer worked. After calling our electricians, we had no answers. We then contacted Belcore, the electricians from the lower level renovations, who were able to find the issue and resolve the problems.

In addition, a resident filed a complaint with the Village stating our new exterior lights were too bright. We met with the Village to discuss the issue. Further complicating this, is the Village's initiative to become a Dark Sky Community. We have adjusted the new lights and will look into changing the bulbs on the security light.

President Circo shared a building model that shows the proposed exterior ramp. After a general discussion that included questions about code requirements, construction timing and access to the Library during construction, the Board agreed that next steps would include asking the architect for detailed drawings.

Capital Improvement Project was discussed briefly. The Board discussed the sound attenuating panels for the study room. President Circo has offered to assist with this project.

Policy and Bylaws

Fund Balance Policy

Dan Loucks moved, and Nancy DeFauw seconded, the Board approve the Fund Balance policy with the discussed edits.

Ayes: all

Nays: None

Abstained: None

The motion passed.

Immigration and Customs Enforcement (ICE) Activity Policy - updated

Mickey Novak moved, and Nancy DeFauw seconded, that the Board approve the updated Immigration and Customs Enforcement Activity policy.

Ayes: all

Nays: None

Abstained: None

The motion passed.

Technology

Trustee Novak reported that the committee now has a standing monthly meeting. The technology plan draft vision statement is complete. Sharon Shroyer is working on an equipment inventory to include age and cost to replace.

Staff Reports

Trustee Bohrer commented on the bilingual storytime.

Assistant Director Silva reported on the progress of several initiatives discussed at our last meeting. We've received many positive comments on the digital Chicago Tribune access. Kanopy already has 40 users. No one has commented on the changes to Hoopla. Very few patrons are using the Palace Project. More patrons are now applying for library cards online.

Planning for the new library calendar (LibraryMarket) continues. We're planning to make meeting room reservations and study room reservations available to patrons online. We're also working on implementing improved IPLAR stats tracking.

Illinois House Bill 5236 (amends Digital Library Protection Act) passed out of committee, now it moves to the Illinois Senate for a vote.

Director's Report

We shared our wish list with Friends. Bingo is scheduled for October 3rd. We had 23 attendees at the recent genealogy program. Fox Valley Fire and Safety were here recently to test our sprinkler system. For the second year in a row, we've had a leak develop after the testing. Perhaps we should attempt to find a new vendor/contractor, however, there are not many others who perform this service.

New Business

Annual Resolution Authorizing Non-Resident Library Cards

Nancy DeFauw moved, and Mickey Novak seconded, the Board approve the annual resolution authorizing non-residents library cards.

Ayes: all

Nays: None

Abstained: None

The motion passed.

Wordsmiths Writers Group Agreement

The Board discussed the draft agreement and had several questions. Assistant Director Silva shared background on the issue. The main concerns were privacy and intellectual property issues. Trustee Loucks had questions regarding the Library's response if someone failed to sign the agreement. The Board agreed to re-visit approval after changes are made to the Library Use Policy.

Summer Hours and Proposed Revision to Regular Hours

Mickey Novak moved, and Dan Loucks seconded, the Board approve the summer hours and revised regular hours listed below.

Ayes: all
Nays: None
Abstained: None
The motion passed.

Summer Hours: May 24 – September 6, 2026

Monday – Thursday: 9am – 8pm
Friday: 9am – 5pm
Saturday: 9am – 3pm
Sunday: closed

Regular Hours: starting September 7, 2026

Monday – Thursday: 9am – 8pm
Friday: 9am – 5pm
Saturday: 9am – 5pm
Sunday: 1pm – 5pm

April 2027 Consolidated Elections

Elections for Library Trustee will be in April. The signature collection process begins in August with petitions due in November. President Circo shared that after serving 14 years, he will not be running for re-election. Trustee Loucks shared that he is planning to seek re-election.

Announcements

Lee Bey will be here on April 22 to share his insights on his upcoming book, *The Best Side: The Architecture, Places and Spaces of Chicago's West Side*. So far, 61 patrons are registered to attend.

Correspondence

The Board acknowledged the thank you letters from the family of Wayne Gieseman and in memory of Sandra Hunter.

Adjournment

Upon motion by Nancy DeFauw seconded by Mickey Novak, and passed unanimously, the meeting was adjourned at 8:49 pm.

President

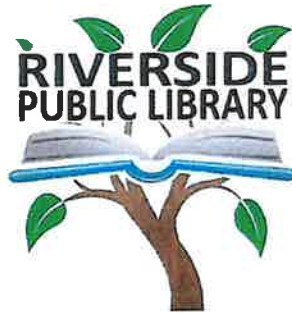
Secretary

Riverside Public Library

CASH DISBURSEMENTS

MARCH 2026

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR MARCH 2026 ACCOUNTS PAYABLE
AND MARCH 2026 PAYROLL = \$109,604.33**

**Including voided checks: #24634, 24635, 24638, 24639, 24640, 24644,
24645, 24646, 24647, 24651, 24666, 24667, 24668, 24669 and
24686**

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 3/1/2026 Through 3/31/2026

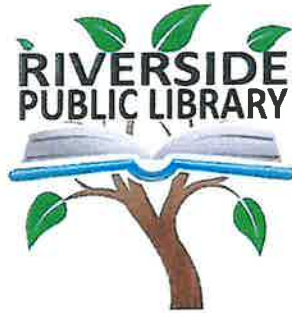
Check Number	Check Date	Payee	Check Amount	Transaction Description
24633	3/3/2026	Colley Elevator Co.	(480.00)	Elevator Maintenance
	3/3/2026	Colley Elevator Co.	480.00	Overpayment Invoices
24636	3/5/2026	Delta Dental of Illinois- Vision	33.30	HMO Vision - March
24637	3/5/2026	Fox Valley Fire and Safety	380.00	Annual Inspection
24641	3/25/2026	Blue Cross Blue Shield of Illinois	3,338.65	HMO Medical - April
24642	3/25/2026	Madison National Life	32.19	Life Insurance - April
24643	3/25/2026	Village of Riverside	6,301.44	March 2026 IMRF
24648	3/11/2026	Delta Dental Insurance Company	15.50	HMO Dental - March
24649	3/11/2026	Feral Fixers	50.00	In Memory Of
24650	3/11/2026	Kanopy Inc.	1,487.50	Video Streaming Platform
24652	3/11/2026	Mark Sikora	80.00	February Glass Sale - 1
24653	3/11/2026	Riverside Foods	374.92	Reading Between the Wines Catering
24654	3/11/2026	Jane Wilhelm	35.00	half hour accounting services
24655	3/18/2026	Abila	127.67	Accounting Software
24656	3/18/2026	Ebsco Information Services	880.79	Library Aware Marketing
24657	3/18/2026	GT Mechanical Projects & Design, Inc.	1,433.85	Gas Valve Replacement and Repairs
24658	3/18/2026	Klein, Thorpe & Jenkins, Ltd.	76.50	Legal Services
24659	3/18/2026	Marcia Lautanen-Raleigh	250.00	Green Cleaning Program
24660	3/18/2026	Business Card	5,470.87	Credit Card Purchases
24661	3/18/2026	NICOR Gas	2,799.64	Gas Bill
24662	3/18/2026	North Suburban Employee Benefit Co	400.00	PPO Dental - February
24663	3/18/2026	North Suburban Employee Benefit Co	5,675.40	PPO Medical - February
24664	3/18/2026	OverDrive, Inc	108.25	Audiobooks
24665	3/18/2026	Unique Management Services, Inc.	59.10	February Placements
24670	3/24/2026	Alarm Detection Systems, Inc.	1,182.72	Quarterly Charges Apr-Jun
24671	3/24/2026	Atlas Door Repair	2,648.00	Door Repair
24672	3/24/2026	Garvey's Office Products	128.10	Rubber Bands and Copy Paper
24673	3/24/2026	KC Cleaning, Inc.	2,000.00	Janitorial Services
24674	3/24/2026	SWAN	5,978.50	Quarterly Charges Apr-Jun
24675	3/24/2026	Mark Demolition Corp.	720.00	Old Lights and Wires Removal
24676	3/31/2026	Artistic Outdoor Lighting	3,356.25	Outdoor Lighting - 75%
24677	3/31/2026	Bob the Gutterman, LLC	500.00	Clean Gutters and Downspouts
24678	3/31/2026	Colley Elevator Co.	240.00	Elevator Maintenance
24679	3/31/2026	Delta Dental Insurance Company	15.50	HMO Dental - April
24680	3/31/2026	Minuteman Press of Lyons	3,190.40	Spring Newsletter
24681	3/31/2026	OverDrive, Inc	334.97	Ebook and Audiobooks
1692	3/13/2026	Administration	8,146.34	Group: 01
1693	3/13/2026	Information Services	13,469.14	Group: 02
1694	3/13/2026	Children & Youth Services	7,498.16	Group: 03
1695	3/13/2026	Patron Services	<u>14,390.45</u>	Group: 04
			93,209.10	
	3/13/2026	EFTPS - Employer Portion	2,209.83	
	3/27/2026	EFTPS - Employer Portion	2,173.52	
ACH00096	3/31/2026	Comcast Cable	238.79	High Speed Internet
ACH00097	3/31/2026	Comcast Cable	498.26	Phone Bill
ACH00098	3/31/2026	Leaf	816.96	Copier Rental
ACH00099	3/31/2026	Library Market	<u>3,500.00</u>	Calendar Installation
Report Total			<u>102,646.46</u>	

Riverside Public Library

CASH DISBURSEMENTS

APRIL 2026

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR APRIL 2026 ACCOUNTS PAYABLE
AND APRIL 2026 PAYROLL = \$103,321.94**

**Including voided checks: #24723, 24724, 24725, 24726, 24727, 24728,
24729 and 24733**

**Riverside Public Library
Cash Balances
As of 4/30/2026**

	Balance, <u>4/30/2026</u>
Consolidated Operating Funds:	
First American- Checking	52,536.55
First American- Payroll	<u>268.21</u>
Total First American accounts	52,804.76
Illinois Funds	
Tax/Reserve Fund	1,498,290.82
Capital Improvements Fund	48,925.49
Special Reserve Fund	100,120.07
Working Cash Fund	249,267.31
Library Bond Fund	<u>39,630.82</u>
Total Illinois Funds	1,936,234.51
Total Operating Funds Cash Balances	1,989,039.27
Gift & Endowment Funds:	
Library Gift Fund	183,946.67
Batko Endowment Fund	6,980.05
Lower Level Renovation Fund	59,977.56
General Endowment Fund	11,711.13
Dardwin Fund	<u>19,089.55</u>
Total Gift & Endowment Funds	281,704.96
Total Funds	<u>2,270,744.23</u>

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 4/1/2026 Through 4/30/2026

Check Numbr	Check Date	Payee	Check Amount	Transaction Description
24690	4/7/2026	Atlas Door Repair	2,648.00	Door Repair - Final Payment
24691	4/7/2026	Suzanne Hoffman	200.00	Genealogy Program
24692	4/7/2026	Kanopy Inc.	1,487.50	Video Streaming
24693	4/7/2026	NCPERS Group Life Ins	32.00	Term Life - Forsyth & Silva - April
24694	4/7/2026	Ollis Book Corporation	773.92	Various Titles
24695	4/7/2026	Today's Business Solutions Inc.	1,999.70	Annual Subscription
24696	4/13/2026	Delta Dental of Illinois- Vision	169.63	Vision - April
24697	4/13/2026	North Suburban Employee Benefit Coc	563.00	Dental - March
24698	4/13/2026	North Suburban Employee Benefit Coc	8,584.00	Medical - March
24699	4/13/2026	Sawmilly Sandwich Shoppe	274.71	In-service Lunch
24700	4/14/2026	Abila	2,564.86	Accounting Program
24701	4/14/2026	KC Cleaning, Inc.	2,000.00	Janitorial Services
24702	4/20/2026	Fox Valley Fire and Safety	1,087.64	Backflow Preventer
24703	4/20/2026	Lee Bey	500.00	Look at the Southside Program
24704	4/20/2026	Business Card	2,023.20	Credit Card Purchases
24705	4/20/2026	NICOR Gas	1,006.56	Gas Bill
24706	4/20/2026	Proquest	2,198.84	Ancestry Library - Annual
24707	4/20/2026	Village of Riverside	444.22	Water Bill
24708	4/20/2026	Village of Riverside	300.00	2nd Qtr Alarm
24709	4/22/2026	LIMRICC-UCGA	552.28	State UC Tax 1st Qtr 2026
24710	4/22/2026	Village of Riverside	6,297.62	April 2026 IMRF
24711	4/29/2026	5 Star Interpreting Chicago	420.00	Sign Language Interpreter
24712	4/29/2026	Blue Cross Blue Shield of Illinois	3,338.65	Medical - May
24713	4/29/2026	Belcore Electric	4,400.00	Voltage Repair & Relamping
24714	4/29/2026	Bank of New York Mellon	825.00	Paying Agent Fee
24715	4/29/2026	Colley Elevator Co.	240.00	Elevator Maintenance
24716	4/29/2026	GT Mechanical Projects & Design, Inc.	652.50	Quarterly Maintenance Agreement 4 of 4
24717	4/29/2026	Klein, Thorpe & Jenkins, Ltd.	688.50	Legal Services
24718	4/29/2026	Madison National Life	32.19	Life Insurance - May
24719	4/29/2026	Connor Strehl	200.00	Glass Creations Program
24720	4/29/2026	Terminix Anderson	152.02	Service Maintenance
24721	4/29/2026	Unique Management Services, Inc.	78.80	March Placements
24722	4/29/2026	Web Computer Consultants	1,095.00	Computer Consulting Services
1700	4/30/2026	Administration	8,162.27	Group: 01
1701	4/30/2026	Information Services	13,469.14	Group: 02
1702	4/30/2026	Children & Youth Services	7,327.95	Group: 03
1703	4/30/2026	Patron Services	<u>14,084.23</u>	Group: 04
			90,873.93	
	4/10/2026	EFTPS - Employer Portion	2,167.26	
	4/24/2026	EFTPS - Employer Portion	2,175.02	
ACH00100	4/30/2026	Comcast Cable	238.79	High Speed Internet
ACH00101	4/30/2026	Comcast Cable	499.64	Phone Bill
ACH00102	4/30/2026	Leaf	<u>816.96</u>	Copier Rental
Report Total			<u>96,771.60</u>	

The Riverside Public Library
Check/Voucher Register - A/P Checks
From 5/12/2026 Through 5/12/2026

<u>Check Number</u>	<u>Check Date</u>	<u>Payee</u>	<u>Check Amount</u>	<u>Transaction Description</u>
24730	5/12/2026	Amazon Capital Sevicas	1,590.44	Amazon Purchases
24731	5/12/2026	Cintas Corporation LOC. 769	958.10	Mats and Cleaning
24732	5/12/2026	Demco, Inc.	432.19	Summer Reading Game, Repair Tape, Book Tape, Filament Tape
24734	5/12/2026	Ingram Library Services	2,274.56	Various Titles
24735	5/12/2026	Lofton Landscaping Company	305.00	Spring Cleanup
24736	5/12/2026	Midwest Tape	990.05	Digital Subscriptions
Report Total			<u>6,550.34</u>	

Riverside Public Library
List of credit card charges
Check dated 4/20/2026

9.99	Cricut	Monthly Subscription
26.24	Netflix	Monthly Subscription
34.64	Hulu	Monthly Subscription
33.52	USPS	Postage
442.20	Walmart	Sewing Machines for the SPOT
275.00	Atlas	Door Repair
95.88	GoDaddy	Subscription
263.87	Adobe	Annual Renewal
17.60	Faronics	PayPro
169.90	Zoom	Annual Renewal
21.50	USPS	Binding
399.00	Time Click	Annual Renewal
74.88	USPS	Postage
33.98	UDEMY Online Courses	Staff Development
125.00	American Library Association	Annual Renewal

2,023.20

Amazon Charges Summary

4/01/26 - 4/30/26

13.22	Staff Receivables
108.37	Office Supplies
31.78	Library Supplies
22.93	YTS Supplies
69.86	Building Maintenance
53.19	Books
295.32	Movies
(1.57)	Shipping
244.84	Summer Reading
479.12	Friends of the Library YTS
73.37	SPOT
9.40	YTS Programs
52.79	YTS DVD's
9.89	YTS STEM
62.89	Toner
22.19	Spanish Grant
42.85	LOT
1,590.44	Total

Riverside Public Library

FINANCIAL REPORTS

For 4 Months Ending

April 30, 2026

UNAUDITED



The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 4/30/2026

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	1,592,750.03
Ill Fund Prime-Special Reserve Fund	(0.01)
1st American-Checking Account	30,427.96
1st American-Payroll Account	268.20
Riverside Bank savings account	0.01
Illinois Fund- Library Bond Fund	(42,292.80)
Property Tax Receivable	(2,264,615.79)
Due from Other Funds	5,573.03
Due from other groups	520.19
Due from Friends of the Library	373.17
Staff Receivables	10.42
Fixed Assets	2,100,381.00
Prepaid Expense	3,373.00
Total Assets	1,426,768.41
Liabilities	
Accounts Payable	6,550.34
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,024.97
IMRF Payable	(301.84)
Deferred Property Taxes	(2,264,616.24)
Accrued Payroll	18,548.84
Health Insurance Payable	830.85
Term Life Insurance Payable	(132.52)
Due to Other Funds	28.00
Due to Library Gift Fund	250.00
Due to Friends of the Library	125.00
Due to Olmsted Society	20.00
Due to Historical Society	40.00
Due to Preservation Commission	3.00
Investment in Fixed Assets	2,100,381.00
Total Liabilities	(137,309.17)
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	1,030,218.33
Restricted for Audit	3,502.75
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	256.63
Total Beginning Fund Balances	1,032,176.50
Excess Revenues/(Expenditures)	
2025 Property Tax	1,112,374.94
Other	(580,473.86)
Total Excess Revenues/(Expenditures)	531,901.08
Total Fund Balances	1,564,077.58
Total Liabilities & Fund Balances	1,426,768.41

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 4/1/2026 Through 4/30/2026

	Current Period Actual	Current Year Actual 3 mos.ending 3/31/2026	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2024 Property Tax Revenue	0.00	391,650.57	0.00	391,650.57	0.00%
2025 Property Tax	555,047.72	1,112,374.94	1,313,900.00	(201,525.06)	(15.34)%
Lower Level Bond revenue	0.00	0.00	126,000.00	(126,000.00)	(100.00)%
Total Property Taxes	<u>555,047.72</u>	<u>1,504,025.51</u>	<u>1,439,900.00</u>	<u>64,125.51</u>	<u>4.45%</u>
Inter Government Funds					
Per capita state grants	0.00	0.00	7,000.00	(7,000.00)	(100.00)%
Corporate Replacement Taxes	0.00	3,477.54	15,000.00	(11,522.46)	(76.82)%
Total Inter Government Funds	<u>0.00</u>	<u>3,477.54</u>	<u>22,000.00</u>	<u>(18,522.46)</u>	<u>(84.19)%</u>
Interest on Operating Funds					
Interest-Illinois Funds	4,459.21	11,828.67	15,000.00	(3,171.33)	(21.14)%
Total Interest on Operating Funds	<u>4,459.21</u>	<u>11,828.67</u>	<u>15,000.00</u>	<u>(3,171.33)</u>	<u>(21.14)%</u>
Fees for Services					
Fines	158.94	564.14	700.00	(135.86)	(19.41)%
Fax Fees	0.00	149.90	0.00	149.90	0.00%
SPOT revenue/'internet fees'	0.00	0.00	50.00	(50.00)	(100.00)%
Printing Fees	427.96	1,567.48	1,700.00	(132.52)	(7.80)%
Book & Video Sales	776.50	2,109.79	3,000.00	(890.21)	(29.67)%
Adult Replacement Fees	14.39	181.39	100.00	81.39	81.39%
CYS Replacement Fees	0.00	41.99	100.00	(58.01)	(58.01)%
ILL Fees	0.00	15.00	50.00	(35.00)	(70.00)%
Lost Book Credit	0.00	31.00	100.00	(69.00)	(69.00)%
The SPOT revenue	34.00	92.50	0.00	92.50	0.00%
Meeting Room Charges	25.00	25.00	100.00	(75.00)	(75.00)%
Total Fees for Services	<u>1,436.79</u>	<u>4,778.19</u>	<u>5,900.00</u>	<u>(1,121.81)</u>	<u>(19.01)%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	37.50	330.60	200.00	130.60	65.30%
Donations	1.60	22.19	0.00	22.19	0.00%
Total Miscellaneous Revenue	<u>39.10</u>	<u>352.79</u>	<u>200.00</u>	<u>152.79</u>	<u>76.39%</u>
Total Revenues	<u>560,982.82</u>	<u>1,524,462.70</u>	<u>1,483,000.00</u>	<u>41,462.70</u>	<u>2.80%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 4/1/2026 Through 4/30/2026

	Current Period Actual	Current Year Actual- 3 mos.ending 3/31/2026	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	61,827.43	273,691.27	815,000.00	541,308.73	66.42%
Health & Life Insurance	8,531.98	24,961.20	80,000.00	55,038.80	68.80%
Employer's Portion - IMRF	3,887.80	17,147.77	50,000.00	32,852.23	65.70%
Employer's Portion - FICA	4,342.28	19,584.33	62,000.00	42,415.67	68.41%
Unemployment Comp Expense	101.29	543.15	1,800.00	1,256.85	69.83%
Total Personnel Services	<u>78,690.78</u>	<u>335,927.72</u>	<u>1,008,800.00</u>	<u>672,872.28</u>	<u>66.70%</u>
Supplies					
Office Supplies	108.37	497.24	3,000.00	2,502.76	83.43%
Library Supplies	426.78	426.78	3,500.00	3,073.22	87.81%
Building Maintenance Supplies	482.65	2,873.22	8,000.00	5,126.78	64.08%
Ink Cartridges	42.89	727.75	1,500.00	772.25	51.48%
Total Supplies	<u>1,060.69</u>	<u>4,524.99</u>	<u>16,000.00</u>	<u>11,475.01</u>	<u>71.72%</u>
Contractual Services					
Janitorial	2,000.00	8,000.00	32,000.00	24,000.00	75.00%
Water	444.22	859.93	5,000.00	4,140.07	82.80%
Gas	1,006.56	9,273.21	15,000.00	5,726.79	38.18%
Bldg Maint-Renovation Exp	21.50	21.50	0.00	(21.50)	0.00%
Building Maintenance	6,785.72	10,760.48	35,000.00	24,239.52	69.26%
Small Equipment Maintenance	0.00	0.00	1,000.00	1,000.00	100.00%
Equipment Maintenance	1,192.50	6,021.57	18,000.00	11,978.43	66.55%
Furnishings & Equipment	0.00	525.00	4,000.00	3,475.00	86.88%
Copier Rental & Maintenance	816.96	3,267.84	11,000.00	7,732.16	70.29%
Total Contractual Services	<u>12,267.46</u>	<u>38,729.53</u>	<u>121,000.00</u>	<u>82,270.47</u>	<u>67.99%</u>
Electronic Resources					
On-line Data Bases	3,188.89	6,924.61	34,000.00	27,075.39	79.63%
SWAN Computer	0.00	11,957.00	30,000.00	18,043.00	60.14%
Internet Expense	238.79	955.16	3,200.00	2,244.84	70.15%
Patron Subscription services	60.88	238.12	5,000.00	4,761.88	95.24%
Total Electronic Resources	<u>3,488.56</u>	<u>20,074.89</u>	<u>72,200.00</u>	<u>52,125.11</u>	<u>72.20%</u>
Information Services					
Books	1,192.96	6,663.77	19,500.00	12,836.23	65.83%
Standing Order Books	401.23	1,367.35	4,500.00	3,132.65	69.61%
Periodicals	0.00	2,815.51	10,000.00	7,184.49	71.84%
Videos	295.32	935.14	3,000.00	2,064.86	68.83%
Digital Material	0.00	443.22	2,000.00	1,556.78	77.84%
Library of Things expenses	42.85	130.65	500.00	369.35	73.87%
The SPOT expenses	98.62	337.04	950.00	612.96	64.52%
Total Information Services	<u>2,030.98</u>	<u>12,692.68</u>	<u>40,450.00</u>	<u>27,757.32</u>	<u>68.62%</u>
Children/Youth Services					
CYS Juvenile Books	1,183.70	2,851.74	5,000.00	2,148.26	42.97%
CYS Periodicals	0.00	0.00	150.00	150.00	100.00%
CYS Reference Books	0.00	0.00	400.00	400.00	100.00%
CYS Video Games	0.00	0.00	300.00	300.00	100.00%
CYS Young Adult	32.46	442.09	2,000.00	1,557.91	77.90%
CYS Easy Books	222.33	1,027.83	3,000.00	1,972.17	65.74%
CYS DVD	52.79	52.79	650.00	597.21	91.88%
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	9.89	47.87	300.00	252.13	84.04%
Total Children/Youth Services	<u>1,501.17</u>	<u>4,422.32</u>	<u>12,000.00</u>	<u>7,577.68</u>	<u>63.15%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 4/1/2026 Through 4/30/2026

	Current Period Actual	Current Year Actual- 3 mos.ending 3/31/2026	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Marketing/Public Relations					
CYS Programming	9.40	247.38	1,000.00	752.62	75.26%
Adult Programming	870.00	1,480.00	4,800.00	3,320.00	69.17%
Library Programs	0.00	394.99	2,000.00	1,605.01	80.25%
Advertising Expenses	0.00	13.82	5,000.00	4,986.18	99.72%
Binding	0.00	0.00	200.00	200.00	100.00%
Newsletter Expense	0.00	6,378.83	18,000.00	11,621.17	64.56%
Total Marketing/Public Relations	<u>879.40</u>	<u>8,515.02</u>	<u>31,000.00</u>	<u>22,484.98</u>	<u>72.53%</u>
Administration					
Shipping Charges	55.43	245.95	700.00	454.05	64.86%
Legal Services	688.50	765.00	5,000.00	4,235.00	84.70%
Credit Bureau	78.80	354.60	800.00	445.40	55.67%
Telephone	499.64	2,276.49	10,000.00	7,723.51	77.24%
Postage	108.40	274.04	1,200.00	925.96	77.16%
Treasurer's Bond	0.00	500.00	500.00	0.00	0.00%
Liability Insurance	0.00	21,456.71	32,000.00	10,543.29	32.95%
Audit Fees	0.00	0.00	5,000.00	5,000.00	100.00%
Travel	0.00	0.00	200.00	200.00	100.00%
Seminars,Conferences,Meetings	169.90	281.40	1,000.00	718.60	71.86%
Membership Dues	125.00	350.00	1,000.00	650.00	65.00%
Accounting Expenses	2,564.86	3,219.55	6,000.00	2,780.45	46.34%
Staff Development	308.69	340.81	6,500.00	6,159.19	94.76%
Bond repayment	825.00	825.00	126,000.00	125,175.00	99.35%
Credit Card/Bank Fees	24.40	691.12	700.00	8.88	1.27%
Miscellaneous Expense	0.00	483.00	10,000.00	9,517.00	95.17%
Board Expense	0.00	75.00	1,500.00	1,425.00	95.00%
Capital Expense	0.00	0.00	38,300.00	38,300.00	100.00%
Total Administration	<u>5,448.62</u>	<u>32,138.67</u>	<u>246,400.00</u>	<u>214,261.33</u>	<u>86.96%</u>
Technology					
Technology Supplies	0.00	182.97	900.00	717.03	79.67%
Computer Consultant	1,095.00	1,095.00	2,000.00	905.00	45.25%
Network Maintenance	0.00	14.66	2,000.00	1,985.34	99.27%
Computer Hardware & Equipment	0.00	0.00	6,000.00	6,000.00	100.00%
E-Library Subscription Svs	2,522.17	8,425.62	15,000.00	6,574.38	43.83%
Computer Software	263.87	263.87	2,000.00	1,736.13	86.81%
Total Technology	<u>3,881.04</u>	<u>9,982.12</u>	<u>27,900.00</u>	<u>17,917.88</u>	<u>64.22%</u>
Total Operating Expense	<u>105,760.14</u>	<u>446,933.05</u>	<u>1,503,550.00</u>	<u>1,056,616.95</u>	<u>70.27%</u>
Miscellaneous Expenses					
Lost ILL Expense	<u>(236.34)</u>	<u>(236.34)</u>	<u>0.00</u>	<u>236.34</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>(236.34)</u>	<u>(236.34)</u>	<u>0.00</u>	<u>236.34</u>	<u>0.00%</u>
Total Budgeted Expenses	<u>109,012.36</u>	<u>466,771.60</u>	<u>1,575,750.00</u>	<u>1,108,978.40</u>	<u>70.38%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 4/1/2026 Through 4/30/2026

	Current Period Actual	Current Year Actual-3 mos.ending 3/31/2026	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2024 Property Tax Revenue	0.00	391,650.57	0.00	391,650.57	0.00%
2025 Property Tax	555,047.72	1,112,374.94	1,313,900.00	(201,525.06)	(15.34)%
Lower Level Bond revenue	0.00	0.00	126,000.00	(126,000.00)	(100.00)%
Total Property Taxes	555,047.72	1,504,025.51	1,439,900.00	64,125.51	4.45%
Inter Government Funds	0.00	3,477.54	22,000.00	(18,522.46)	(84.19)%
Interest	4,459.21	11,828.67	15,000.00	(3,171.33)	(21.14)%
Fees for Services	1,436.79	4,778.19	5,900.00	(1,121.81)	(19.01)%
Misc Revenue	39.10	352.79	200.00	152.79	76.39%
Total Revenues	560,982.82	1,524,462.70	1,483,000.00	41,462.70	2.80%
Total Revenue	560,982.82	1,524,462.70	1,483,000.00	41,462.70	2.80%
Expenditures					
Personnel Services	78,690.78	335,927.72	1,008,800.00	672,872.28	66.70%
Supplies	1,060.69	4,524.99	16,000.00	11,475.01	71.72%
Contractual Services	12,267.46	38,729.53	121,000.00	82,270.47	67.99%
Information Services	2,030.98	12,692.68	40,450.00	27,757.32	68.62%
Electronic Resources	3,488.56	20,074.89	72,200.00	52,125.11	72.20%
Children/Youth Services	1,501.17	4,422.32	12,000.00	7,577.68	63.15%
Marketing/Public Relations	879.40	8,515.02	31,000.00	22,484.98	72.53%
Administration	5,448.62	32,138.67	246,400.00	214,261.33	86.96%
Technology	3,881.04	9,982.12	27,900.00	17,917.88	64.22%
Total Expenditures	109,248.70	467,007.94	1,575,750.00	1,108,742.06	70.36%
Miscellaneous Expenses					
Misc Expenses	(236.34)	(236.34)	0.00	236.34	0.00%
Total Miscellaneous Expenses	(236.34)	(236.34)	0.00	236.34	0.00%
Total Expenditures	109,012.36	466,771.60	1,575,750.00	1,108,978.40	70.38%
Excess Revenues(Expenditures)	451,970.46	1,057,691.10	(92,750.00)	1,150,441.10	

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SPECIFICATIONS & DEMOLITION PLAN
 Exterior Ramp Renovation
 Riverside Public Library
 1 Burling Road Riverside Illinois 60546

files\specs\revisions
 Rev. 02

project no.
 b2-25064

date
 2026/04/30

drawing no.
A010

DATE PLOTTED: 2026 APR 30 10:42 AM
 PLOTTED BY: JEFFREY L. BROWN

DEMOLITION PLAN GENERAL NOTES

- 1. CONTRACTOR SHALL VERIFY ALL DEMOLITION NOTES AND SPECIFICATIONS ARE ACCURATE AND COMPLETE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF CHICAGO AND THE ILLINOIS DEPARTMENT OF TRANSPORTATION (IDOT) PRIOR TO THE START OF CONSTRUCTION.
- 2. ALL DEMOLITION WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME AND SHALL NOT CAUSE UNNECESSARY DISRUPTION TO THE ADJACENT COMMUNITY.
- 3. ALL DEMOLITION WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE CITY OF CHICAGO'S DEMOLITION ORDINANCES AND THE ILLINOIS DEPARTMENT OF TRANSPORTATION'S (IDOT) DEMOLITION SPECIFICATIONS.
- 4. ALL DEMOLITION WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE CITY OF CHICAGO'S DEMOLITION ORDINANCES AND THE ILLINOIS DEPARTMENT OF TRANSPORTATION'S (IDOT) DEMOLITION SPECIFICATIONS.
- 5. ALL DEMOLITION WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE CITY OF CHICAGO'S DEMOLITION ORDINANCES AND THE ILLINOIS DEPARTMENT OF TRANSPORTATION'S (IDOT) DEMOLITION SPECIFICATIONS.

DEMOLITION PLAN KEYNOTES

- 1. REMOVE EXISTING RAMP LUMBER AND NAILS
- 2. REMOVE EXISTING STAIRS AND ASSOCIATED WALLS AND LUMBER
- 3. REMOVE EXISTING RAMP FORMS
- 4. REMOVE EXISTING EXTERIOR WALLS
- 5. REMOVE EXISTING ADA COMPLIANT RAMP

SPECIFICATIONS

- 1.0 GENERAL REQUIREMENTS
 - 1.1 THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF CHICAGO AND THE ILLINOIS DEPARTMENT OF TRANSPORTATION (IDOT) PRIOR TO THE START OF CONSTRUCTION.
 - 1.2 ALL DEMOLITION WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME AND SHALL NOT CAUSE UNNECESSARY DISRUPTION TO THE ADJACENT COMMUNITY.
 - 1.3 ALL DEMOLITION WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE CITY OF CHICAGO'S DEMOLITION ORDINANCES AND THE ILLINOIS DEPARTMENT OF TRANSPORTATION'S (IDOT) DEMOLITION SPECIFICATIONS.
 - 1.4 ALL DEMOLITION WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE CITY OF CHICAGO'S DEMOLITION ORDINANCES AND THE ILLINOIS DEPARTMENT OF TRANSPORTATION'S (IDOT) DEMOLITION SPECIFICATIONS.
 - 1.5 ALL DEMOLITION WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE CITY OF CHICAGO'S DEMOLITION ORDINANCES AND THE ILLINOIS DEPARTMENT OF TRANSPORTATION'S (IDOT) DEMOLITION SPECIFICATIONS.

1.0 EXCAVATION AND SITEWORK

- 1.1 ALL WORK SHALL BE COMPLETED, INSTALLED, AND COMPLETED IN A WORKMAN-LIKE MANNER WITH CAREFUL ATTENTION TO THE QUALITY STANDARDS AND THE SPECIFICATIONS CONTAINED IN THESE SPECIFICATIONS.
- 1.2 THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL UTILITIES, INCLUDING BUT NOT LIMITED TO WATER, SEWER, GAS, AND TELEPHONE LINES, THROUGHOUT THE PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF CHICAGO AND THE ILLINOIS DEPARTMENT OF TRANSPORTATION (IDOT) PRIOR TO THE START OF CONSTRUCTION.
- 1.3 ALL EXCAVATION WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE CITY OF CHICAGO'S EXCAVATION ORDINANCES AND THE ILLINOIS DEPARTMENT OF TRANSPORTATION'S (IDOT) EXCAVATION SPECIFICATIONS.
- 1.4 ALL EXCAVATION WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE CITY OF CHICAGO'S EXCAVATION ORDINANCES AND THE ILLINOIS DEPARTMENT OF TRANSPORTATION'S (IDOT) EXCAVATION SPECIFICATIONS.
- 1.5 ALL EXCAVATION WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE CITY OF CHICAGO'S EXCAVATION ORDINANCES AND THE ILLINOIS DEPARTMENT OF TRANSPORTATION'S (IDOT) EXCAVATION SPECIFICATIONS.

1.1 MATERIALS AND WORKMANSHIP

- 1.1.1 ALL WORK SHALL BE COMPLETED, INSTALLED, AND COMPLETED IN A WORKMAN-LIKE MANNER WITH CAREFUL ATTENTION TO THE QUALITY STANDARDS AND THE SPECIFICATIONS CONTAINED IN THESE SPECIFICATIONS.
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1.2 EXTERIOR RAMP LUMBER AND NAILS

- 1.2.1 REMOVE EXISTING RAMP LUMBER AND NAILS
- 1.2.2 REMOVE EXISTING STAIRS AND ASSOCIATED WALLS AND LUMBER
- 1.2.3 REMOVE EXISTING RAMP FORMS
- 1.2.4 REMOVE EXISTING EXTERIOR WALLS
- 1.2.5 REMOVE EXISTING ADA COMPLIANT RAMP

1.3 EXTERIOR STAIRS AND ASSOCIATED WALLS AND LUMBER

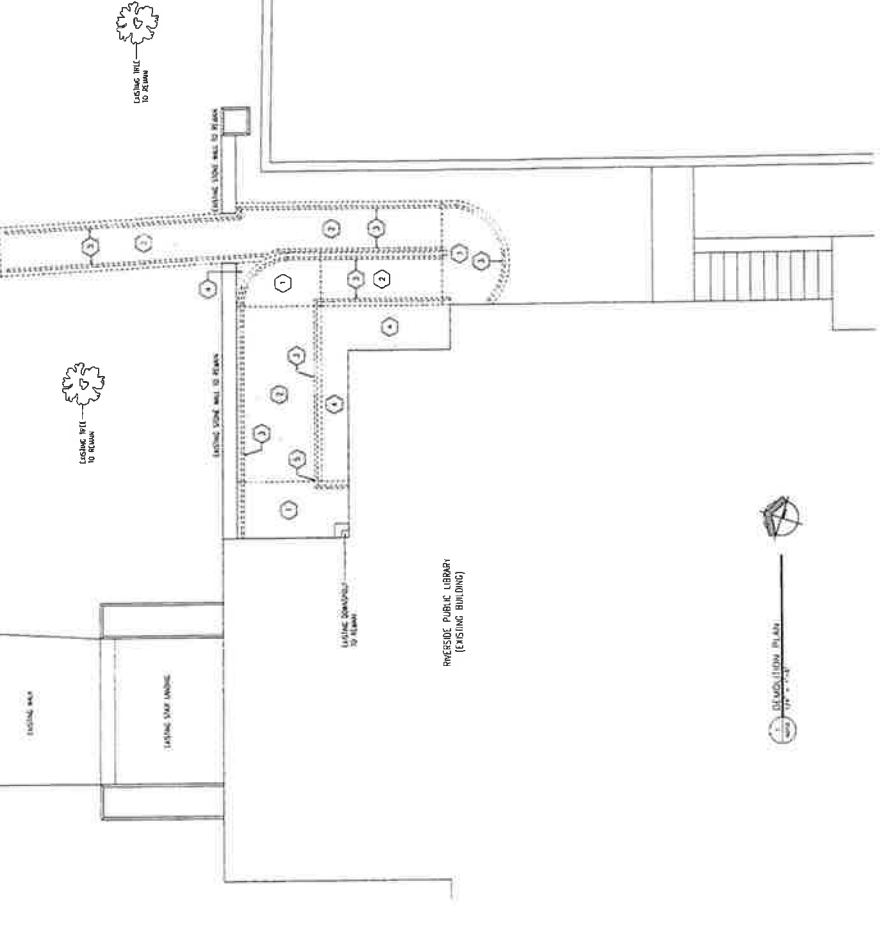
- 1.3.1 REMOVE EXISTING STAIRS AND ASSOCIATED WALLS AND LUMBER
- 1.3.2 REMOVE EXISTING RAMP FORMS
- 1.3.3 REMOVE EXISTING EXTERIOR WALLS
- 1.3.4 REMOVE EXISTING ADA COMPLIANT RAMP

1.4 EXTERIOR RAMP FORMS

- 1.4.1 REMOVE EXISTING RAMP FORMS
- 1.4.2 REMOVE EXISTING EXTERIOR WALLS
- 1.4.3 REMOVE EXISTING ADA COMPLIANT RAMP

1.5 EXTERIOR EXTERIOR WALLS

- 1.5.1 REMOVE EXISTING EXTERIOR WALLS
- 1.5.2 REMOVE EXISTING ADA COMPLIANT RAMP



EXISTING WALL
 EXISTING STAIR WALL
 EXISTING RAMP WALL
 EXISTING ADA COMPLIANT RAMP
 EXISTING EXTERIOR WALL
 EXISTING WOODWORK
 EXISTING STAIRS
 RIVERSIDE PUBLIC LIBRARY
 (EXISTING BUILDING)

DEMOLITION PLAN KEYNOTES
 1. REMOVE EXISTING RAMP LUMBER AND NAILS
 2. REMOVE EXISTING STAIRS AND ASSOCIATED WALLS AND LUMBER
 3. REMOVE EXISTING RAMP FORMS
 4. REMOVE EXISTING EXTERIOR WALLS
 5. REMOVE EXISTING ADA COMPLIANT RAMP

SPECIFICATIONS
 1.0 GENERAL REQUIREMENTS
 1.1 THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF CHICAGO AND THE ILLINOIS DEPARTMENT OF TRANSPORTATION (IDOT) PRIOR TO THE START OF CONSTRUCTION.

1.0 EXCAVATION AND SITEWORK
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 1.1.1 ALL WORK SHALL BE COMPLETED, INSTALLED, AND COMPLETED IN A WORKMAN-LIKE MANNER WITH CAREFUL ATTENTION TO THE QUALITY STANDARDS AND THE SPECIFICATIONS CONTAINED IN THESE SPECIFICATIONS.

1.2 EXTERIOR RAMP LUMBER AND NAILS
 1.2.1 REMOVE EXISTING RAMP LUMBER AND NAILS

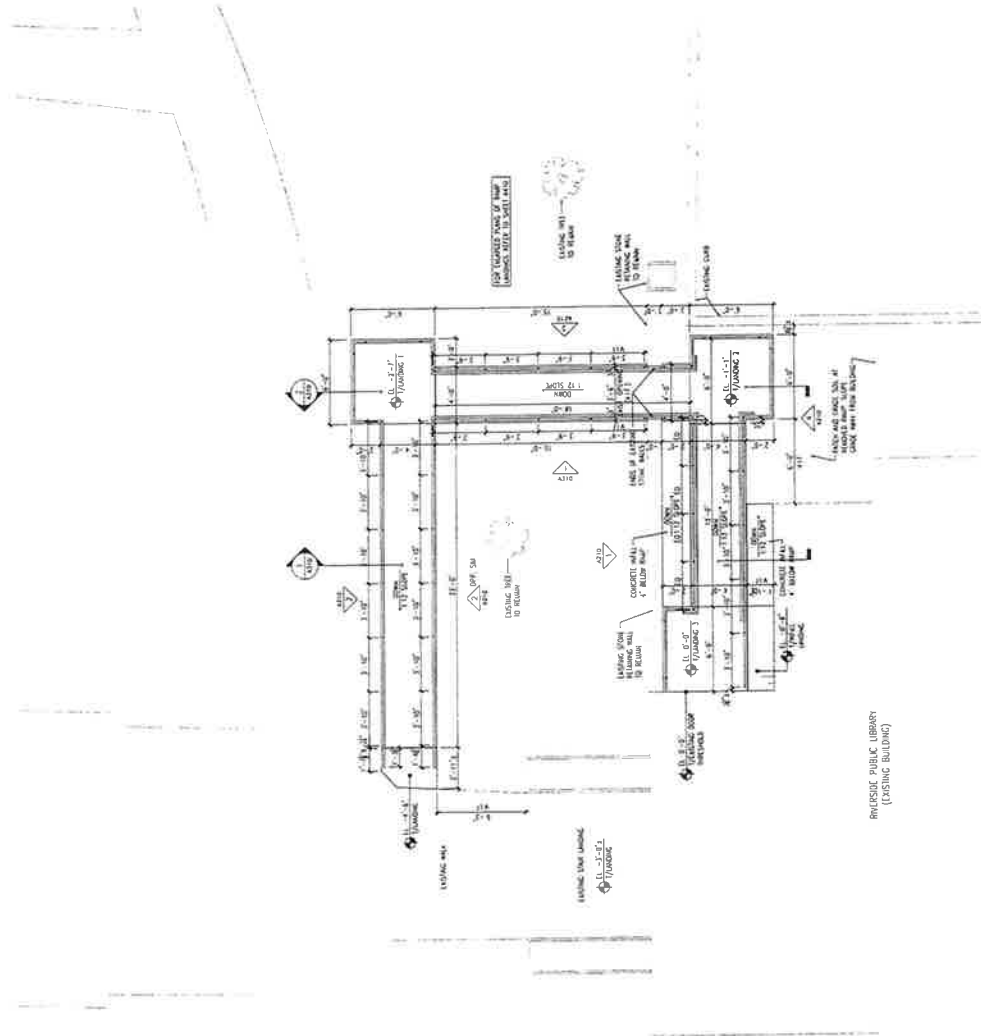
1.3 EXTERIOR STAIRS AND ASSOCIATED WALLS AND LUMBER
 1.3.1 REMOVE EXISTING STAIRS AND ASSOCIATED WALLS AND LUMBER

1.4 EXTERIOR RAMP FORMS
 1.4.1 REMOVE EXISTING RAMP FORMS

1.5 EXTERIOR EXTERIOR WALLS
 1.5.1 REMOVE EXISTING EXTERIOR WALLS

RAMP PLAN GENERAL NOTES

1. 111



RIVERSIDE PUBLIC LIBRARY
(EXISTING BUILDING)



bernechez
314 Illinois Street - Glen Ellyn, Illinois 60137 5669
630.534.6654 - timothy@bernechez.com

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EXTERIOR RAMP PLAN

Exterior Ramp Renovation
Riverside Public Library
1 Burling Road, Riverside Illinois 60546

revisions

project no.
b2-25064

date
2025/04/30

drawing no.
A110

construction document
 progress set
 2026.04.30
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berneche2
 314 Illinois Street - Glen Ellyn, Illinois 60137-5669
 630.534.6554 - timothy@berneche2.com

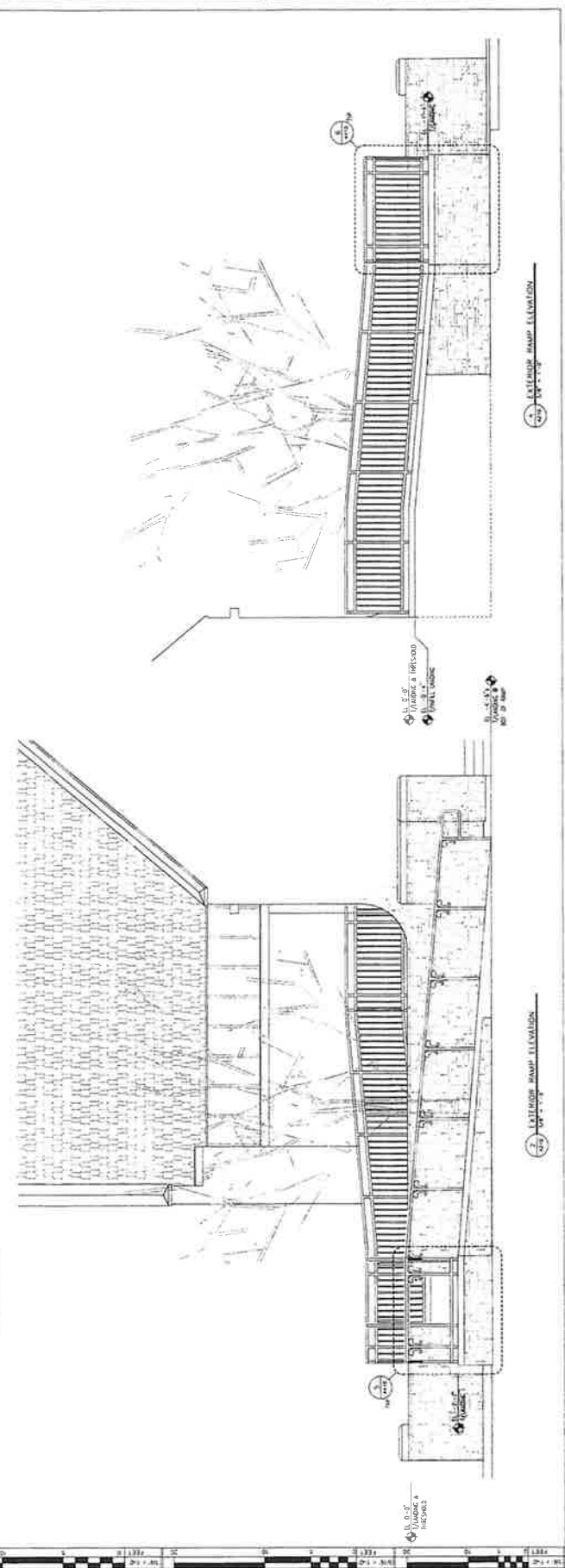
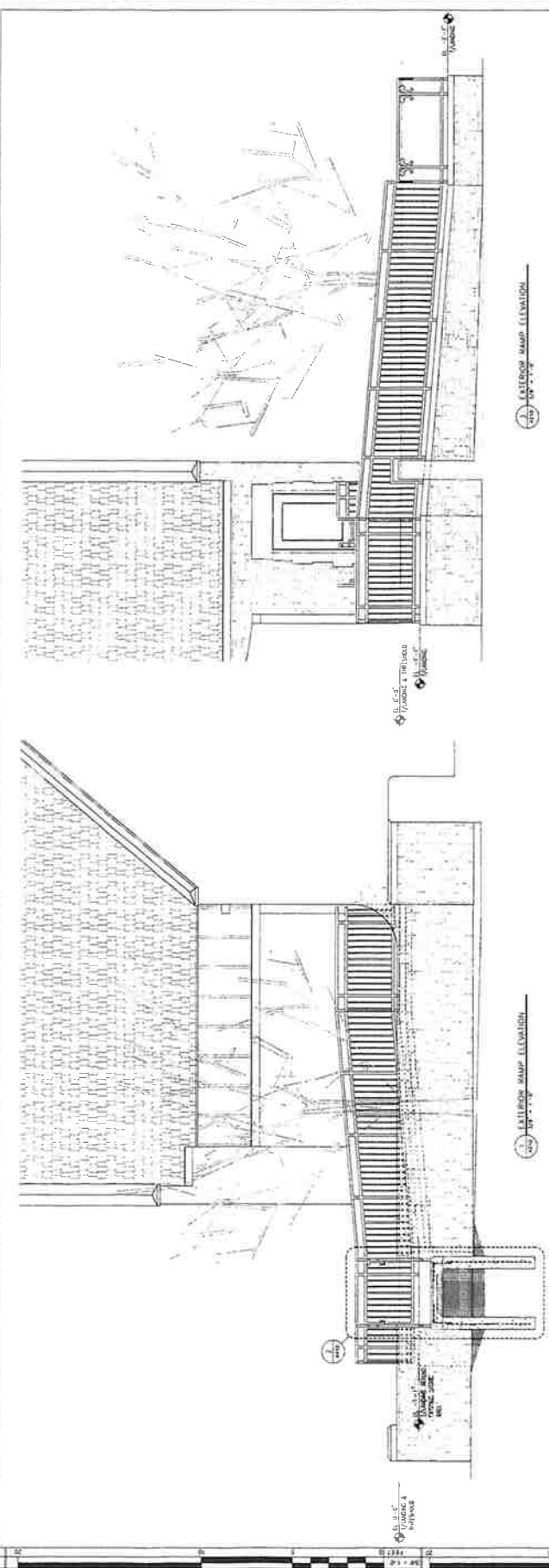
RAMP ELEVATIONS
 Exterior Ramp Renovation
 Riverside Public Library
 1 Burling Road, Riverside, Illinois 60546

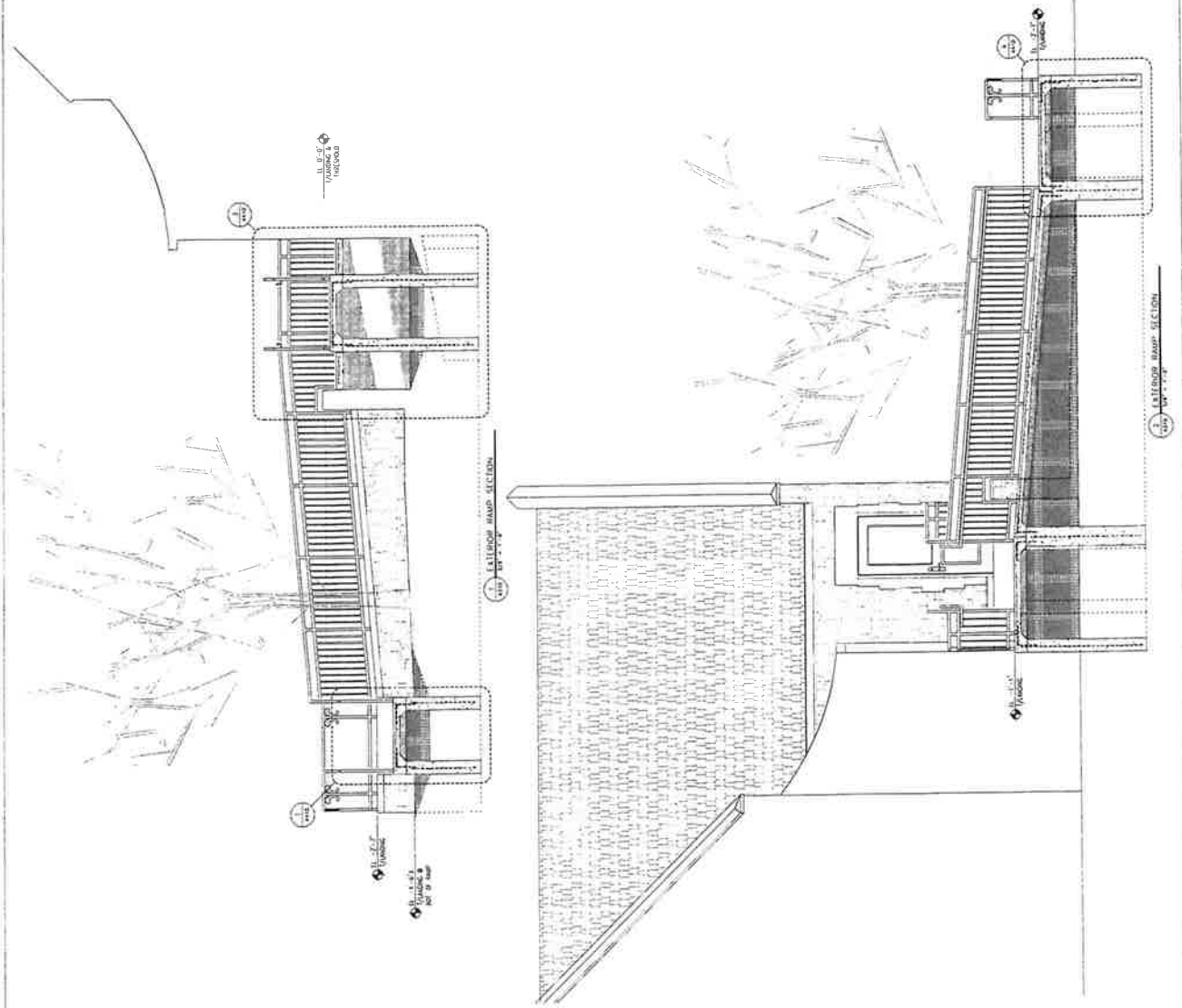
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project no.
 b2-25064

date
 2026/04/30

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A210





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berneche2
 319 Illinois Street, Glen Ellyn, Illinois 60127 5659
 630.534.6554 - info@berneche2.com

RAMP DETAILS
 Exterior Ramp Renovation
 Riverside Public Library
 1 Burling Road, Riverside, Illinois 60546

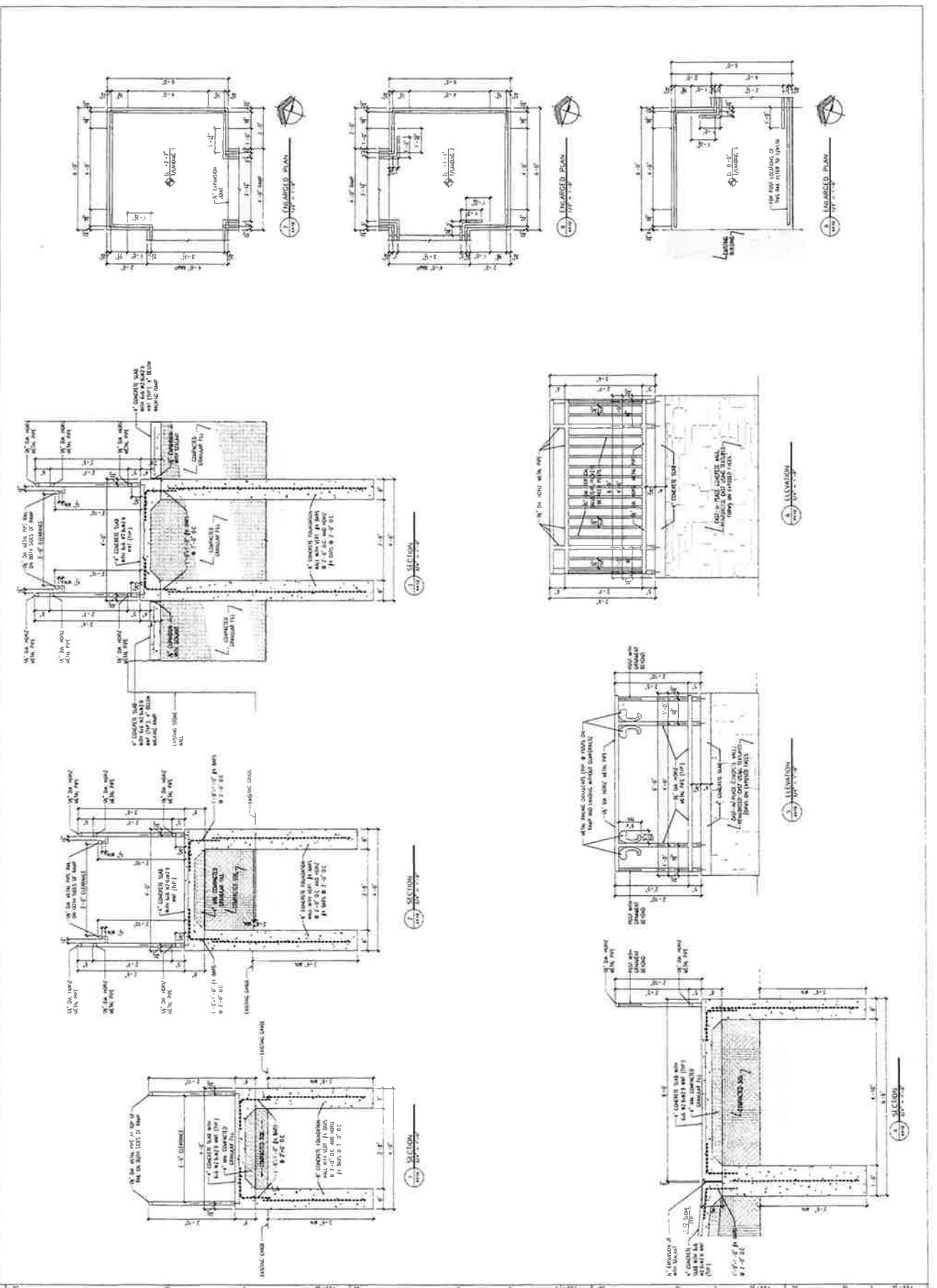
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project no.
b2-25054

date
2026/04/30

drawing no.
A410

11/27/2024
 11/27/2024
 11/27/2024



In April, we enjoyed the second half of spring break with some fun activities. We also had our in-service meeting. It was great to talk about communication with staff; I think staff shared some great ideas and I know we as managers are taking the suggestions seriously and looking for solutions.

Highlights

Storytimes and Programs for Young Children—Anne, Bridget, Mandi and Fran continued to plan and present engaging storytimes this month. We had our regular playtimes, Fran presented Clay Day and Bridget presented Tummy Time.

We also like to thank those in the community who present storytimes for us. Thank you to Stephanie Roldan of the Treehouse for her active Yoga Storytime. Thank you to Eleanor and Claudia for a successful bilingual storytime.

Afterschool Activities— Fran planned an interactive Wicked Trivia program that attracted a younger than anticipated group.

Mandi had grade schoolers make their own version of chia pets with grass head planters and she taught teens how to make hedgehogs out of books.

Fran and I saw some kids show up to our Preschool/Kindergarten Storytime.

We also saw many kids after school want to participate in the SPOT open hours, which made us re-evaluate the open hour structure so that it is safe and fun for all.

School's Out Activities—We continued our Spring Break activities. I presented an April Fool's Day program complete with silly poems and an unsolvable word search. Fran planned an engaging Teen Paint and Sip program and we had a Clay Day for all ages, not just little kids.

When District 96 had a half day, I presented a Finger Paint Art class for grade schoolers. We did impressionist inspired paintings with finger paint.

School and Community Outreach—We had young authors' books written by District 96 students on display throughout the month. We love reading the creative stories written by the students! St. Mary's School reached out to see if they could display some of their students' books, and we of course said yes. They will be coming in May.

Anne and I attended the Earth Day Celebration at the Community Garden. Kids came to our table to plant bean seeds in a bag that they could then take home to watch grow in their windows. A family told us that their beans from the previous year's project grew very tall! Thanks to Janice who gave us some great prizes for a prize drawing and giveaways like stickers, pens and pencils. It was beautiful day to celebrate the Earth!

Passive Programs—Our Blue Board Question of the Month was "What is your favorite type of weather?" Answers ranged from storms to swimming weather to sweater weather. The SPOT to Go activities this month included a butterfly craft and film strip craft. Fran's scavenger hunt was a tricky one that got the kids really searching. Fran also started a Weekly Riddle, which really made the kids and their parents think. One of the riddles was: What has feet but no legs?

YOUTH & TEEN SERVICES – March 2026 – Nora Durbin

YOUTH & TEEN SERVICES STATISTICS – April 2026	
Reference questions asked	<u>184</u>
Informational questions asked	<u>217</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
4/1/2026	April Fool's Day Program		11		5	
4/2/2026	Teen Paint and Sip			6		
4/3/2026	Clay Day		12		5	
4/4/2026	Drop In Craft					7
4/6/2026	9:30 am Mini Storytime	8			9	
4/6/2026	10 am Mini Storytime	12			9	
4/7/2026	Tummy Time	9			9	
4/8/2026	RB Transitions Book Club			5	1	
4/8/2026	Pokémon Meet Up		6		2	
4/8/2026	The SPOT to Go Craft					12
4/9/2026	Little Hands Playtime	6			2	
4/9/2026	D96 Early Learners Storytime AM 1	6			5	
4/9/2026	D96 Early Learners Storytime AM 2	28			8	
4/9/2026	D96 Early Learners Storytime PM	34			12	
4/10/2026	Yoga Storytime	12			12	
4/11/2026	Weekly Riddle					15
4/13/2026	9:30 am Mini Storytime	9			8	
4/13/2026	10 am Mini Storytime	8			3	
4/13/2026	Tummy Time	1			1	
4/14/2026	Tummy Time	3			4	
4/14/2026	Preschool/Kindergarten Storytime	1				
4/15/2026	Clay Day AM	1			1	
4/15/2026	Clay Day PM	7			3	
4/15/2026	The SPOT to Go Craft					14
4/16/2026	Wicked Trivia					4
4/16/2026	Little Hands Playtime	8			3	
4/16/2026	RPC at RPL	30			4	
4/17/2026	Weekly Riddle					15
4/18/2026	Legopalooza					22
4/19/2026	Bilingual Storytime	4			4	
4/20/2026	9:30 am Mini Storytime	15			9	
4/20/2026	Tummy Time	4			4	
4/20/2026	Storytime at RPC 1	10			2	
4/20/2026	Storytime at RPC 2	10			2	

YOUTH & TEEN SERVICES – March 2026 – Nora Durbin

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
4/20/2026	Storytime at RPC 3	10			2	
4/20/2026	Storytime at Building Blocks	13			2	
4/21/2026	Tummy Time	8			8	
4/21/2026	Building Blocks Visit RPL	7			2	
4/21/2026	Preschool/Kindergarten Storytime	6			2	
4/22/2026	Baby Rave	5			4	
4/22/2026	The SPOT to Go Craft					10
4/22/2026	Earth Day Activity at Community Garden				70	
4/22/2026	Earth Day Prize Drawing					27
4/23/2026	Little Hands Playtime	6			5	
4/23/2026	RB Transitions Book Club			7	2	
4/23/2026	Imagination Explorers: Grass Heads		3			
4/24/2026	9:30 am Mini Storytime	3			3	
4/24/2026	10 am Mini Storytime	7			7	
4/24/2026	Finger Paint Art		4		1	
4/24/2026	Weekly Riddle					12
4/25/2026	Family Playtime	7			4	
4/27/2026	9:30 am Mini Storytime	4			4	
4/27/2026	10 am Mini Storytime	11			11	
4/27/2026	Tummy Time	3			3	
4/28/2026	Tummy Time	8			8	
4/28/2026	Preschool/Kindergarten Storytime	1			1	
4/28/2026	Visit to Hollywood CD Classroom		8		3	
4/29/2026	RB Transitions Book Club			6	2	
4/29/2026	The SPOT to Go Craft					12
4/30/2026	Little Hands Playtime	7			7	
4/30/2026	Create & Connect Hedgehogs				3	
4/1-4/30	Blue Board Question					110
4/1-4/30	YTS Scavenger Hunt					75
After School (18 Days)		461				
Phone Charger Checkout		9				
Board Game Usage		65				
Nintendo Switch Usage		8				
Study Room Usage		44				
Interactions with non-English speakers		2				

Circulation and Computer Services

April 2026

Sharon Shroyer

Circulation

I have noticed more people using the SWAN app at checkout, so hopefully, our promotion of the app has started to pay off.

Dana went through a pre-selected list of CD's to withdraw. She set aside CD cases in good condition and withdrew 196 music CD's.

Unfortunately, I missed the in-service day on April 17. We are starting to work through some of the issues raised at the meeting.

Computer Services

As a result of staff input from the in-service day, two additional virtual drives have been set to make accessing documents easier for staff and to provide a more structured work environment.

There was a bit of unscheduled restarting of some of the kids computers, so, I removed a problematic update and installed new updates on all of them at the same time.

The Technology Committee met on April 23, as we continue to work on the updated technology plan.

April 2026 Information Services Update

Diane Silva

State Advocacy

House Bill 5236 passed the IL House on April 21 with amazing bipartisan support (99 – 0). The bill has moved on to the Senate with Sen. Mike Porfirio signing on as a co-sponsor. We are thrilled that our local representatives are dedicated to this legislation.

Digital Collection

Both the Tribune and Kanopy rolled out this month.

Kanopy

Patrons across the board have been thrilled with the addition of Kanopy, which is being funded by the Friends of the Library. As of May 5, we have 55 patrons registered and 88 views. We plan to market it more in the coming months. Because we added Kanopy, we were able to reduce our Hoopla budget by removing movies, tv, and music from our catalog. Kanopy has significantly more high interest titles, making this a strong tradeoff.

Chicago Tribune

Physical copies of the Tribune stopped on April 26. We have had a few questions about online access but, the transition has been fairly seamless. In April, the digital edition had 3,381 views/13 users and the online edition had 116 views/20 users. The digital edition mirrors the physical paper so it would appear that many users are paging through the entire paper. Online edition users are reading a few articles of interest. I appreciate that the Tribune offers both viewing models.

WCAG Updates

On April 20, the US Department of Justice extended the compliance deadline an additional year. For RPL, that means April 27, 2028. The extension defines when the DOJ will begin taking additional enforcement action, but we are still subject to existing state and federal ADA regulations. With that in mind, we are continuing forward with making adjustments to ensure compliance.

Changes in The Spot

Our Open Hours have historically not had much adult interest. Those that do come, largely come on Tuesday nights. However, in the last couple of months, we saw a dramatic increase in 3D printing by very young patrons. Jordan and Mandi were often hosting many children under the age of 6, sometimes sent into the space unaccompanied by an adult. To adapt to this unexpected change and to ensure safety, Jordan, Mandi, Nora, Janice and I met to discuss necessary changes. Moving forward,

- Open Hours are limited to 13+.
- Under used and after-school Open Hours were canceled leaving Tuesdays 5:30 – 7:30 pm.
- Nobody under 6 is admitted into The Spot.

To meet the growing demand for youth printing we have added the following:

- Tuesday 3D printing for kids age 3 – grade 8: We run this in the program room to keep little ones away from equipment. Each child can run one 10 – 15 minute print (depending on the line). Children can only be in the space when their item is printing. We ran this for the first time on April 28 and discovered that most kids just want to pick out a toy and don't care to watch. As always, patrons who want more items printed can provide a list and pay for creation.
- Better-defined youth appointments for kids aged 6 – 12. These require adult supervision with a maximum of 2 children/adult. 3D printing appointments are limited to 30 minutes (enough time to search the catalog and print something small). Appointments for other projects are generally 1 hour (vs 2 hours for adults).

These new rules rolled out at the end of April to minimal push back from our regulars. We have a few power-user kids who are adapting to the new program model. One user is a budding 3D master who does his own intricate designs. He and his family have already made youth appointments.

With all these changes, we are working on new documents that split policy from procedure. They should be coming to you in June.

Programming Statistics

The SPOT Open Hours (7 sessions) – 57	Gas Landscape Equip (LAC) – 8
The SPOT Appointments – 4 (2 req staff)	Hand Embroidery - 7
The SPOT Youth Appts - 1	Chess Club (4 sessions) – 46
Drop in Tech Help – 2	Asahi (4 sessions) – 34
Tech Help Appointments - 2	Mahjong (5 sessions) - 34
Book Discussion – 9	Meditation (2 session) – 16
ILP – Henriquez – 2	Genealogy– 10
FamilySearch Genealogy – 23	Wordsmith's Society/Navigating Publishing program – 12
Wills and Trusts – 33	Knitting Club (2 sessions) – 4
Craft – Button Bouquets – 15	AARP Tax Help (2 weeks) - 30
Lee Bay – West Side Architecture - 57	<u>Passive</u>
Life Event Financial Planning – 1	Seed Packets Take/Leave –26

Patron Interactions – We had 857 patron interactions this month. 3 interactions with ESL patrons.

**Riverside Public Library
Miscellaneous Statistics - April 2026**

	Apr-26	Apr-25	YTD 2026	YTD 2025
Reference Statistics				
Questions Asked - Adult	857	746	3326	3145
Questions Asked - Youth Services	401	388	1476	1621
Internet Usage - Adult				
- TYS	243	296	994	1130
Total Usage	527	530	2178	1327
Holdings				
Adult Titles Added	211	220	855	823
YTS Titles Added	100	53	413	339
Total Titles Added	311	273	1268	1162
Adult Titles Withdrawn	16	592	306	946
YTS Titles Withdrawn	24	513	165	756
Total Titles Withdrawn	40	1105	471	1702
Total Holdings			63509	62914
Library Programs - Active				
Children 0-5	37	46	156	151
Children 6-11	7	10	29	34
YA 12-18	2	3	7	10
Adults 19+	39	35	134	141
General Interest (Mixed)	26	6	67	23
Totals	111	100	393	359
Library Programs - Active Attendance				
Children 0-5	302	359	1258	1133
Children 6-11	53	59	210	213
YA 12-18	6	28	37	88
Adults 19+	528	459	1971	3326
General Interest (Mixed)	536	548	1544	1655
Totals	1425	1453	5020	6415
Library Programs - Passive				
Children 0-5	6	8	28	25
Children 6-11	2	3	12	10
YA 12-18	0	0	0	0
Adults 19+	4	1	9	9
General Interest (Mixed)	13	4	31	15
Totals	25	16	80	59
Library Programs - Passive Attendance				
Children 0-5	53	103	246	278
Children 6-11	25	21	122	72
YA 12-18	0	0	0	0
Adults 19+	4	17	47	175
General Interest (Mixed)	359	278	1161	1192
Totals	441	419	1576	1717
Community Programs Attendance				
	17	17	50	46
	129	169	551	575

	Apr-26	Apr-25	YTD 2026	YTD 2025
Study Room Use	44	32	190	127
New Library Cards Issued	38	38	182	184
Library Attendance	8313	8324	33251	31836
Notary Service	18	8	64	68
Checkouts	4348	4882	18771	20010
Renewals	3276	3185	12376	12603
Checkins	5407	5644	21635	23432
Total Circulation	13031	13711	52782	56045
Interlibrary Loans				
Loaned	1011	887	4026	4028
Borrowed	972	1108	4568	4768
Reciprocal Borrowing				
Loaned to Other Library Patrons	354	540	1915	2216
RPL Patrons Borrowing Elsewhere	1340	1467	5484	5245
Digital Resources				
Hoopla	417	422	1635	1595
Palace Project	70	110	262	490
Libby (Digital Library of Illinois)	2225	1914	8889	7630
Kanopy	79	NA	79	NA
Web Site Total Hits	5630	4116	18096	17558
Wireless Statistics	2490	3916	6223	6888
Online Databases				
Ancestry.com				
Searches	166	558	981	1974
Returns	476	632	1663	3547
Newsbank				
Searches	8	13	52	137
Consumers Reports				
Sessions	8	4	35	33
Searches	104	54	452	208
Chicago Tribune				
Digital Views	3381	NA	3381	NA
Digital Users	13	NA	13	NA
Online Views	116	NA	116	NA
Online Users	20	NA	20	NA
Additional Statistics				
Newspaper Archives				
Searches	64	41	169	122
Museum Passes				
Issued	19	14	49	44
Library of Things				
Equipment	83	69	258	242
Kits	27	8	74	52
Spot Collection Use	62	10	116	33

Library Director's Report
April 2026
Janice Foley

Administration

The Capital Improvement Committee met on April 7. We discussed which basic structure for a planning document would be best for us. As a result, I spent time this month putting a draft of the document together. We will be meeting monthly, as this is an in-depth plan.

Diane and I met with Emily Stenzel from the Village on April 9 to discuss sustainability partnerships. It was a good discussion on what the Library and Village are doing to increase sustainability, as well as seeing if future partnerships would be viable.

The staff in-service held on April 17 was a very productive event! The topic of communication really prompted conversation and great input from staff. We have already implemented many of the suggestions and are focusing on more in the near future. Nineteen of the 24 staff were able to attend. Our annual White Elephant exchange after lunch provided great entertainment as well.

The Technology Committee met on April 23. We are making good progress on the "technology policy", as well as defining what technology encompasses.

I was involved in several SPOT meetings to discuss changes, policies, etc. Diane will be able to provide more information on the changes.

I designed a genealogy daily user form to capture the usage of our genealogy resources. The form will provide us with numbers of users, in addition to the type of research being done. The genealogy department is staffed by volunteers on both Tuesdays and Thursdays, which are always busy, and is great to see.

We often house bins for Riverside organizations/groups to support various food and other types of collection drives. To make the process more standardized, I developed an application form, which clearly lists what is expected of both the collecting organization and the Library.

Community Outreach and Partnerships

Friends of the Library met on April 15. Their 2026 membership drive is going well. I provided the group with an overview of purchases made with FOL 2024 and 2025 donations. I also provided a letter which highlights the proposed purchases with the recent \$10,000 donation. FOL are working on encouraging volunteer opportunities to members who have expressed interest. They also recently held their officer elections, which kept the same slate as 2025.

They plan on working on their by-laws, which have not be updated since 2019.

Last year the FOL gave us money to purchase new study carrels for the main level. We looked at several possibilities, which would have been fine. We then looked at the current

wooden desks and realized the only problem with them was their size. The depth makes it hard to access the bookshelves near the windows. I contacted our painter/wood guy Clay. He came in to see if there was a possibility to work on the current desks to make them a smaller size. He said it was possible and did one as a sample. Now we do not have to purchase all new desks as we can repurpose our beautiful wooden ones! The cost of rebuilding the old carrels will be a bit more than half the purchase price of new ones, which might not have matched as well. We will still be purchasing better chairs for the carrels.

I was responsible for the adult craft on April 16. I had 16 attendees. The button flowers turned out beautiful. My next craft will be in October.

All in the Family genealogy club met on the fourth Tuesday without me, due to me being sick. Thank you to Gabe Fisher who filled in for me and led the group. There were ten genealogists in attendance.

Building and Grounds

The outdoor lights are now working. They are on a timer that goes from dusk to dawn.

The automatic door opener was having a hard time opening. After calling the installers, we realized that it was not because of the hardware, but the fact that our very old oak door often swells due to the weather. We will be keeping an eye on the frequency.

Routine lawn care continued during the month.

ADS performed alarm maintenance and testing.

The back flow valve for the lower level was tested.



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 5/06/2026
Re: Movement of Illinois Fund money

As approved at last month's meeting, the Library will consolidate and reallocate several Illinois Funds accounts. Because certain funds are being combined, formal Board approval is required to authorize the transfer of balances from the discontinued categories into their newly designated funds.

This action also includes restructuring the Tax Reserve Fund. The Tax Reserve will now be maintained at an amount equal to twelve (12) months of operating expenses, with any excess funds transferred to the Capital Improvement Fund.

The updated fund allocations are as follows:

- Tax Reserve Fund (12 months of operating expenses at \$90,000/month):
\$1,080,000
- Working Cash Fund: \$180,000
- Capital Improvement Fund: \$681,603.89
- Gifts and Donations Fund: \$214,747.35
- Bond Fund: \$39,630.82
- Youth and Teen Technology Fund: \$59,977.56
- Batko Fund: \$6,980.05 (no change)

Please note that these figures may vary slightly by the date of the meeting due to interest accruals and ongoing transactions; however, they represent the most accurate balances available at this time.



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 5/06/2026
Re: Staff Space/Circulation Area Renovation

I am excited to report that we have a tentative schedule for the renovation work! Darren has provided me with the following dates of the project:

- Week of August 17th: removal of existing furniture (Hallet)
- Week of August 24th: minor demolition and carpentry and plumbing prep work (CSI)
- Week of September 1st and onward: flooring removal (Johnson Flooring), wall patching and painting (CW Building Services)
- New flooring install follows painting (Johnson Flooring)
- Install of free-standing sink/cabinet unit (CSI)
- Painting touch ups (CW Building Services)
- Week of September 21st or September 28th: Furniture delivery (Frank Cooney Co)

We will begin in June having all the staff involved start to clean out their areas of old, unneeded supplies/items that have been stored “just because they were always there”. This will help cut down on the items that will need to be packed up. Diane and I will also work on a plan for how staff will be working during this time frame when they will be displaced.

We will keep you updated as things progress.



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: 4-29-2020

Contact Person: Genevieve Toney & Andrew Light

Address: 8017 Edgewater Road Email: genevieve.toney@riversidelibrary.org

Home/Cell Phone: 610-804-1774 Work Phone: _____
630-415-0307

Name of Organization: n/a

Event: Baby Shower

Date(s) of Use: Monday, Sept 7, 2020

Time Event Begins: 10 am Ends: 3 pm Expected Attendance: 120

*does this time need to include set-up & break down.

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 48 auditorium style or 36 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 set up and cleanup 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: [Handwritten Signature]

Date: 4-29-20

APRIL 1 2016


HELLO TO ONE AND ALL,

THANK YOU FOR ALL YOU
DO. I ENJOY YOUR SERVICES
AND AM TRILLED WITH YOUR
ABILITY TO SECURE NETWORKS.
I SEE YOU ARE ALWAYS A "GO"
TO WORK WITH. IACIE SCHMIDT



327 South Gate Road,
Riverside 60546
April 11th 2026

To: Chief Librarian
& Staff

Thank you for making such a lovely
time at Wine & Books -
John, my husband won the
raffle. Thank you for bringing the
big basket to the car - also -
we are enjoying all the treats
Marne (wife) & John Campbell 



**Illinois 1 District 24
Brookfield - Darien
Riverside**

**Dean Foster, Coordinator | 1441 Virginia St | Downers Grove, IL 60515
630-493-1554 cell | Google 331-465-1008 | aarpdist25il@gmail.com**

April 21, 2026

Diane Silva
Brent Bowles
Riverside Public Library
1 Burling Road
Riverside, IL 60546

Thank you so much for providing facilities and scheduling services for the Tax-Aide volunteers who performed free tax filing services at the Riverside Library during February, March, and April. It may interest you to note that the IRS has confirmed that your volunteers e-filed 139 (96 Senior) federal returns under the supervision of site coordinator Ross Maclver.

According to the IRS metrics, the tax returns prepared at Riverside Library generated more than \$169,203 in refunds averaging over \$1,596. Some 35 of the Tax-Aide return computations totaled \$107,031 in taxes due to the IRS at an average of \$3,058.

The Tax-Aide program of free tax return preparation is supported by the AARP Foundation under the supervision, informational and financial support of the Internal Revenue Service. The program was initiated decades ago by the IRS to assist senior citizens and now serves all ages of taxpayers in the middle to low-income levels – with an emphasis on those over age 60. Volunteer tax return preparers are certified annually after studying materials provided by the IRS and attending classes conducted by experienced volunteers.

Without the support of organizations such as yours that provide space and appointment services, the more than 35,000 Tax-Aide volunteers around the country would have a hard time meeting the needs of millions of taxpayers who cannot afford the services of professionals or do not understand how to prepare their own returns.

Sincerely,
Dean Foster

CC: Ross Maclver