

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, April 14, 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. Approve Regular Meeting Minutes of March 10, 2026 – *Action Item*
- VI. Review of March Bills—*Action Item*
- VII. Review of March Financial Statements—*Action Item*
- VIII. Committee Reports
 - A. Finance – Nancy DeFauw
 - 1. Fund Name Changes – *Action Item*
 - B. Building & Grounds – Ken Circo and Tracy Bohrer
 - C. Policy & Bylaws – Dan Loucks
 - 1. Fund Balance Policy – *Action Item*
 - 2. Immigration and Customs Enforcement (ICE) Activity Policy – *Action Item*
 - D. Technology – Mickey Novak
 - E. Communications and Marketing – Courtney Greve Hack and Amy Bilow
- IX. 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
- X. Director's Report—Janice Foley
- XI. Unfinished Business
- XII. New Business
 - A. Annual Resolution Authorizing Non-resident Library Cards – *Action Item*
 - B. Wordsmiths Society Writers' Group Participation Agreement – *Action Item*
 - C. Summer Hours and Proposed and Proposed Revision to Regular Hours – *Action Item*
 - D. April 2027 Consolidated Elections
- XIII. Announcements
- XIV. Correspondence & FYIs
 - A. Thank you from the Family of Wayne Gieseman
 - B. Thank you from Feral Fixers – in memory of Sandra Hunter
- XV. Executive Session

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



**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
March 10, 2026**

Held Tuesday, March 10, 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; Courtney Greve Hack, Vice President; Dan Loucks, Secretary; Nancy DeFauw, Treasurer; Amy Bilow, Trustee; 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: None

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

Review of Regular Meeting Minutes - February

Courtney Greve Hack moved, and Tracy Bohrer seconded, that the Board approve the minutes of the February 10, 2026 regular meeting.

Ayes: Bilow, Bohrer, DeFauw, Greve Hack, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Review of Current Bills - February

Courtney Greve Hack moved, and Nancy DeFauw seconded, that the Board approve accounts payable check numbers 24598 through 24632, including voided check numbers 24630, and the payment of payroll checks for department numbers 01 through 04, which includes payroll through February 21, 2026, in the total amount of \$84,907.02.

Roll Call Vote:

Ayes: Bilow, Bohrer, DeFauw, Greve Hack, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements - February

Courtney Greve Hack moved, and Dan Loucks seconded, that the Board approve the financial statements for February 28, 2026, subject to audit.

Roll Call Vote:

Ayes: Bilow, Bohrer, DeFauw, Greve Hack, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

Trustee DeFauw shared an update on recent discussions on consolidating and re-naming our Illinois Funds.

Building and Grounds

President Circo shared the updated exterior ramp design with the Board. The Board had several questions regarding Preservation Commission approval, design development, permitting process, developing a visual model, cost estimates, project timeline and communicating with the Village. President Circo reminded the Board that we need 46 feet of ramp with a 5 foot turn radius to be ADA code compliant. The Board also asked about the availability of grant funds for accessibility projects.

The outdoor lighting installation starts tomorrow. The Board reiterated their concern about the required Village permit fees.

The Foley Community Room door hinge needs to be repaired. The hinge broke away as the door was being opened during Reading Between the Wines. Darren of Studio GC and a representative from Lo Destro are coming on Thursday to fix the door.

Policy and Bylaws

Study Room Policy

Nancy DeFauw moved, and Dan Loucks seconded, that the Board approve the Study Room policy with the discussed edits.

Ayes: all

Nays: None

Abstained: None

The motion passed.

Immigration and Customs Enforcement (ICE) Activity Policy

Courtney Greve Hack moved, and Amy Bilow seconded, that the Board approve the Immigration and Customs Enforcement Activity policy.

Ayes: all

Nays: None

Abstained: None

The motion passed.

Reading between the Wines

Reading Between the Wines was a success. We sold 210 tickets with an additional 24 complimentary tickets. Raffle basket contributions added \$795. Our total funds raised were \$15,409.65. After expenses, we cleared \$13,957.80, which is slightly lower than last year. These funds will go toward the new exterior ramp project. All the thank you letters are ready to be mailed.

The Board discussed taking a year off and not organizing another RBTW until 2028.

Staff Reports

Trustee Bohrer commented on the YTS stuffed animal sleep over and Trustee Loucks reported that his children attended yesterday's music program, which was very well received.

Assistant Director Silva stated our print subscription the Chicago Tribune will be replaced with a digital only subscription, which is available to us through RAILS, on April 1st.

Kanopy will also be available to our patrons on April 1st through flat rate pricing fee for small libraries. The LibraryMarket kickoff meeting was yesterday.

WCAG activities continue. The VPATS are almost all in place. We continue to work with our vendors. They are on track to be compliant by April 1st, which is the compliance deadline for large libraries.

Director's Report

As noted in Director Foley's report, Village President Doug Pollock and Village Manager Jessica Francis purchased the Burling street sign for the Library. We had another FOIA compliance visit. Friends of the Library agreed to fund the Kanopy subscription, more Libby electronic books, and the new wooden train table.

Darren will be here on Thursday to walk through the Circulation Services renovation. Director Foley mentioned to him that, while we have been patient, we need to move forward at a faster pace. We have received a number of questions from the Board as well as our patrons.

Announcements

Sandra Hunter, mother of Lindsay Morrison (Friends of the Library President), passed last week. The Library will be making a donation to Feral Fixers in her memory.

Correspondence

The Board acknowledged the thank you letters from Kalamazoo Gospel Ministries and the family of William Scanlon, along with the recognition from the Landscape Advisory Commission.

Adjournment

Upon motion by Courtney Greve Hack, seconded by Dan Loucks, and passed unanimously, the meeting was adjourned at 8:55 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: #24638, 24639, 24640, 24644, 24645, 24646,
24647, 24651, 24666, 24667, 24668, 24669 and 24686**

**Riverside Public Library
Cash Balances
As of 3/31/2026**

	Balance, <u>3/31/2026</u>
Consolidated Operating Funds:	
First American- Checking	75,153.93
First American- Payroll	<u>268.21</u>
Total First American accounts	75,422.14
Illinois Funds	
Tax/Reserve Fund	1,243,332.69
Capital Improvements Fund	48,774.21
Special Reserve Fund	99,810.66
Working Cash Fund	251,138.77
Library Bond Fund	<u>39,812.30</u>
Total Illinois Funds	1,682,868.63
Total Operating Funds Cash Balances	1,758,290.77
Gift & Endowment Funds:	
Library Gift Fund	177,197.73
Batko Endowment Fund	6,958.46
Lower Level Renovation Fund	59,792.09
General Endowment Fund	11,674.90
Dardwin Fund	<u>19,030.50</u>
Total Gift & Endowment Funds	274,653.68
Total Funds	<u>2,032,944.45</u>

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
24636	3/5/2026	Delta Dental of Illinois- Vision	33.30	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 - Donation
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 assistance
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 Coo	400.00	PPO Dental - February
24663	3/18/2026	North Suburban Employee Benefit Coo	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	3/31/2026	Administration	8,146.34	Group: 01
1693	3/31/2026	Information Services	13,469.14	Group: 02
1694	3/31/2026	Children & Youth Services	7,498.16	Group: 03
1695	3/31/2026	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>	

The Riverside Public Library
Check/Voucher Register - A/P Checks
From 4/14/2026 Through 4/14/2026

<u>Check Numbr</u>	<u>Check Date</u>	<u>Payee</u>	<u>Check Amount</u>	<u>Transaction Description</u>
24682	4/14/2026	Amazon Capital Sevices	1,426.40	Amazon Purchases
24683	4/14/2026	Cintas Corporation LOC. 769	864.83	Mats and Cleaning Supplies
24684	4/14/2026	Arthur J. Gallagher RMS , Inc.	500.00	Treasurer Bond - DeFauw
24685	4/14/2026	Garvey's Office Products	59.31	Garbage Bags
24687	4/14/2026	Ingram Library Services	3,043.59	Various Title
24688	4/14/2026	Midwest Tape	978.74	Digital Subscriptions
24689	4/14/2026	Municipal Backflow	<u>85.00</u>	Backflow Test
Report Total			<u>6,957.87</u>	

Amazon Charges Summary
3/01/26 - 3/31/26

33.21	Office Supplies
56.63	Building Maintenance Supplies
177.77	Books
191.27	Movies
(0.47)	Shipping
67.88	LOT
30.38	SPOT
7.99	CYS Programs
69.96	Tech Supplies
14.66	Network Maintenance
534.47	Toner
22.95	Spanish Grant
219.70	Lower Level (Glue Guns)
1,426.40	Total

**Riverside Public Library
List of credit card charges
Check dated 3/18/2026**

9.99	Cricut	Monthly Subscription
24.99	Netflix	Monthly Subscription
34.64	Hulu	Monthly Subscription
10.63	USPS	Postage
13.46	Aldi	RBTW Supplies
75.08	Dollar Tree	CYS Programming
3,044.04	GoDaddy	Annual Renewal
199.50	Idrive	Annual Renewal
39.95	ProPay	Annual Renewal
1,066.00	NY Times	Annual Renewal
44.95	Bookmarks Publishing	Annual Renewal
440.00	Chicago Tribune	Tribune Schedule
69.13	Party World	Summer Reading Candy
59.15	Webstaurant	RBTW Supplies
19.89	Dollar Tree	RBTW Supplies
276.60	PENS.COM	100 Tote Bags - Friends
42.87	Jewel Osco	RBTW Supplies
<u>5,470.87</u>		

Riverside Public Library

FINANCIAL REPORTS

For 3 Months Ending

March 31, 2026

UNAUDITED



The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 3/31/2026

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	1,123,243.10
Ill Fund Prime-Special Reserve Fund	(0.01)
1st American-Checking Account	51,576.79
1st American-Payroll Account	268.20
Riverside Bank savings account	0.01
Illinois Fund- Library Bond Fund	(42,292.80)
Property Tax Receivable	(1,709,568.07)
Due from Other Funds	12,999.57
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	<u>3,373.00</u>
Total Assets	<u><u>1,540,884.57</u></u>
Liabilities	
Accounts Payable	6,957.87
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,475.96
IMRF Payable	(301.84)
Deferred Property Taxes	(1,709,568.52)
Accrued Payroll	18,548.84
Health Insurance Payable	(1,342.64)
Term Life Insurance Payable	(143.96)
Due to Other Funds	2,615.38
Due to Library Gift Fund	10,125.00
Due to Friends of the Library	5.00
Due to Olmsted Society	20.00
Due to Historical Society	40.00
Due to Preservation Commission	3.00
Investment in Fixed Assets	<u>2,100,381.00</u>
Total Liabilities	<u><u>428,754.52</u></u>
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	<u>256.63</u>
Total Beginning Fund Balances	1,032,176.50
Excess Revenues/(Expenditures)	
2025 Property Tax	557,327.22
Other	<u>(477,373.67)</u>
Total Excess Revenues/(Expenditures)	<u>79,953.55</u>
Total Fund Balances	<u><u>1,112,130.05</u></u>
Total Liabilities & Fund Balances	<u><u>1,540,884.57</u></u>

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 3/1/2026 Through 3/31/2026

	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	233,722.76	391,650.57	0.00	391,650.57	0.00%
2025 Property Tax	0.00	557,327.22	1,313,900.00	(756,572.78)	(57.58)%
Lower Level Bond revenue	0.00	0.00	126,000.00	(126,000.00)	(100.00)%
Total Property Taxes	<u>233,722.76</u>	<u>948,977.79</u>	<u>1,439,900.00</u>	<u>(490,922.21)</u>	<u>(34.09)%</u>
Inter Government Funds					
Per capita state grants	0.00	0.00	7,000.00	(7,000.00)	(100.00)%
Corporate Replacement Taxes	678.07	3,477.54	15,000.00	(11,522.46)	(76.82)%
Total Inter Government Funds	<u>678.07</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	3,166.87	7,369.46	15,000.00	(7,630.54)	(50.87)%
Total Interest on Operating Funds	<u>3,166.87</u>	<u>7,369.46</u>	<u>15,000.00</u>	<u>(7,630.54)</u>	<u>(50.87)%</u>
Fees for Services					
Fines	151.38	405.20	700.00	(294.80)	(42.11)%
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	551.77	1,139.52	1,700.00	(560.48)	(32.97)%
Book & Video Sales	490.21	1,333.29	3,000.00	(1,666.71)	(55.56)%
Adult Replacement Fees	125.00	167.00	100.00	67.00	67.00%
CYS Replacement Fees	18.99	41.99	100.00	(58.01)	(58.01)%
ILL Fees	0.00	15.00	50.00	(35.00)	(70.00)%
Lost Book Credit	31.00	31.00	100.00	(69.00)	(69.00)%
The SPOT revenue	28.00	58.50	0.00	58.50	0.00%
Meeting Room Charges	0.00	0.00	100.00	(100.00)	(100.00)%
Total Fees for Services	<u>1,396.35</u>	<u>3,341.40</u>	<u>5,900.00</u>	<u>(2,558.60)</u>	<u>(43.37)%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	85.10	293.10	200.00	93.10	46.55%
Donations	13.59	20.59	0.00	20.59	0.00%
Total Miscellaneous Revenue	<u>98.69</u>	<u>313.69</u>	<u>200.00</u>	<u>113.69</u>	<u>56.84%</u>
Total Revenues	<u>239,062.74</u>	<u>963,479.88</u>	<u>1,483,000.00</u>	<u>(519,520.12)</u>	<u>(35.03)%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 3/1/2026 Through 3/31/2026

	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	62,364.53	211,863.84	815,000.00	603,136.16	74.00%
Health & Life Insurance	6,121.44	16,429.22	80,000.00	63,570.78	79.46%
Employer's Portion - IMRF	3,890.15	13,259.97	50,000.00	36,740.03	73.48%
Employer's Portion - FICA	4,383.35	15,242.05	62,000.00	46,757.95	75.42%
Unemployment Comp Expense	99.50	441.86	1,800.00	1,358.14	75.45%
Total Personnel Services	<u>76,858.97</u>	<u>257,236.94</u>	<u>1,008,800.00</u>	<u>751,563.06</u>	<u>74.50%</u>
Supplies					
Office Supplies	161.31	388.87	3,000.00	2,611.13	87.04%
Library Supplies	0.00	0.00	3,500.00	3,500.00	100.00%
Building Maintenance Supplies	457.54	2,390.57	8,000.00	5,609.43	70.12%
Ink Cartridges	534.47	684.86	1,500.00	815.14	54.34%
Total Supplies	<u>1,153.32</u>	<u>3,464.30</u>	<u>16,000.00</u>	<u>12,535.70</u>	<u>78.35%</u>
Contractual Services					
Janitorial	2,000.00	6,000.00	32,000.00	26,000.00	81.25%
Water	0.00	415.71	5,000.00	4,584.29	91.69%
Gas	2,799.64	8,266.65	15,000.00	6,733.35	44.89%
Building Maintenance	1,023.23	3,974.76	35,000.00	31,025.24	88.64%
Small Equipment Maintenance	0.00	0.00	1,000.00	1,000.00	100.00%
Equipment Maintenance	3,716.57	4,829.07	18,000.00	13,170.93	73.17%
Furnishings & Equipment	0.00	525.00	4,000.00	3,475.00	86.88%
Copier Rental & Maintenance	816.96	2,450.88	11,000.00	8,549.12	77.72%
Total Contractual Services	<u>10,356.40</u>	<u>26,462.07</u>	<u>121,000.00</u>	<u>94,537.93</u>	<u>78.13%</u>
Electronic Resources					
On-line Data Bases	1,859.53	3,735.72	34,000.00	30,264.28	89.01%
SWAN Computer	5,978.50	11,957.00	30,000.00	18,043.00	60.14%
Internet Expense	(282.22)	716.37	3,200.00	2,483.63	77.61%
Patron Subscription services	59.63	177.24	5,000.00	4,822.76	96.46%
Total Electronic Resources	<u>7,615.44</u>	<u>16,586.33</u>	<u>72,200.00</u>	<u>55,613.67</u>	<u>77.03%</u>
Information Services					
Books	1,775.23	5,470.81	19,500.00	14,029.19	71.94%
Standing Order Books	293.24	966.12	4,500.00	3,533.88	78.53%
Periodicals	1,550.95	2,815.51	10,000.00	7,184.49	71.84%
Videos	191.27	639.82	3,000.00	2,360.18	78.67%
Digital Material	443.22	443.22	2,000.00	1,556.78	77.84%
Library of Things expenses	77.83	87.80	500.00	412.20	82.44%
The SPOT expenses	30.38	238.42	950.00	711.58	74.90%
Total Information Services	<u>4,362.12</u>	<u>10,661.70</u>	<u>40,450.00</u>	<u>29,788.30</u>	<u>73.64%</u>
Children/Youth Services					
CYS Juvenile Books	726.04	1,668.04	5,000.00	3,331.96	66.64%
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	97.21	409.63	2,000.00	1,590.37	79.52%
CYS Easy Books	217.53	805.50	3,000.00	2,194.50	73.15%
CYS DVD	0.00	0.00	650.00	650.00	100.00%
CYS Toys & Puzzles	0.00	0.00	100.00	100.00	100.00%
CYS Storytime Resources	0.00	0.00	100.00	100.00	100.00%
CYS STEAM	0.00	37.98	300.00	262.02	87.34%
Total Children/Youth Services	<u>1,040.78</u>	<u>2,921.15</u>	<u>12,000.00</u>	<u>9,078.85</u>	<u>75.66%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 3/1/2026 Through 3/31/2026

	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	93.06	237.98	1,000.00	762.02	76.20%
Adult Programming	250.00	610.00	4,800.00	4,190.00	87.29%
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	3,190.40	6,378.83	18,000.00	11,621.17	64.56%
Total Marketing/Public Relations	<u>3,533.46</u>	<u>7,635.62</u>	<u>31,000.00</u>	<u>23,364.38</u>	<u>75.37%</u>
Administration					
Shipping Charges	62.53	190.52	700.00	509.48	72.78%
Legal Services	76.50	76.50	5,000.00	4,923.50	98.47%
Credit Bureau	59.10	275.80	800.00	524.20	65.53%
Telephone	1,019.27	1,776.85	10,000.00	8,223.15	82.23%
Postage	10.63	165.64	1,200.00	1,034.36	86.20%
Treasurer's Bond	500.00	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	0.00	111.50	1,000.00	888.50	88.85%
Membership Dues	0.00	225.00	1,000.00	775.00	77.50%
Accounting Expenses	162.67	654.69	6,000.00	5,345.31	89.09%
Staff Development	0.00	32.12	6,500.00	6,467.88	99.51%
Bond repayment	0.00	0.00	126,000.00	126,000.00	100.00%
Credit Card/Bank Fees	113.92	666.72	700.00	33.28	4.75%
Miscellaneous Expense	80.00	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>2,084.62</u>	<u>26,690.05</u>	<u>246,400.00</u>	<u>219,709.95</u>	<u>89.17%</u>
Technology					
Technology Supplies	69.96	182.97	900.00	717.03	79.67%
Computer Consultant	0.00	0.00	2,000.00	2,000.00	100.00%
Network Maintenance	14.66	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	3,293.48	5,903.45	15,000.00	9,096.55	60.64%
Computer Software	0.00	0.00	2,000.00	2,000.00	100.00%
Total Technology	<u>3,378.10</u>	<u>6,101.08</u>	<u>27,900.00</u>	<u>21,798.92</u>	<u>78.13%</u>
Total Operating Expense	<u>102,767.77</u>	<u>341,172.91</u>	<u>1,503,550.00</u>	<u>1,162,377.09</u>	<u>77.31%</u>
Total Budgeted Expenses	<u>110,383.21</u>	<u>357,759.24</u>	<u>1,575,750.00</u>	<u>1,217,990.76</u>	<u>77.30%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 3/1/2026 Through 3/31/2026

	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	233,722.76	391,650.57	0.00	391,650.57	0.00%
2025 Property Tax	0.00	557,327.22	1,313,900.00	(756,572.78)	(57.58)%
Lower Level Bond revenue	0.00	0.00	126,000.00	(126,000.00)	(100.00)%
Total Property Taxes	233,722.76	948,977.79	1,439,900.00	(490,922.21)	(34.09)%
Inter Government Funds	678.07	3,477.54	22,000.00	(18,522.46)	(84.19)%
Interest	3,166.87	7,369.46	15,000.00	(7,630.54)	(50.87)%
Fees for Services	1,396.35	3,341.40	5,900.00	(2,558.60)	(43.37)%
Misc Revenue	98.69	313.69	200.00	113.69	56.84%
Total Revenues	<u>239,062.74</u>	<u>963,479.88</u>	<u>1,483,000.00</u>	<u>(519,520.12)</u>	<u>(35.03)%</u>
Total Revenue	<u>239,062.74</u>	<u>963,479.88</u>	<u>1,483,000.00</u>	<u>(519,520.12)</u>	<u>(35.03)%</u>
Expenditures					
Personnel Services	76,858.97	257,236.94	1,008,800.00	751,563.06	74.50%
Supplies	1,153.32	3,464.30	16,000.00	12,535.70	78.35%
Contractual Services	10,356.40	26,462.07	121,000.00	94,537.93	78.13%
Information Services	4,362.12	10,661.70	40,450.00	29,788.30	73.64%
Electronic Resources	7,615.44	16,586.33	72,200.00	55,613.67	77.03%
Children/Youth Services	1,040.78	2,921.15	12,000.00	9,078.85	75.66%
Marketing/Public Relations	3,533.46	7,635.62	31,000.00	23,364.38	75.37%
Administration	2,084.62	26,690.05	246,400.00	219,709.95	89.17%
Technology	3,378.10	6,101.08	27,900.00	21,798.92	78.13%
Total Expenditures	<u>110,383.21</u>	<u>357,759.24</u>	<u>1,575,750.00</u>	<u>1,217,990.76</u>	<u>77.30%</u>
Total Expenditures	<u>110,383.21</u>	<u>357,759.24</u>	<u>1,575,750.00</u>	<u>1,217,990.76</u>	<u>77.30%</u>
Excess Revenues(Expenditures)	<u>128,679.53</u>	<u>605,720.64</u>	<u>(92,750.00)</u>	<u>698,470.64</u>	



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 4/08/2026
Re: Fund Name Changes

Below are the changes we are suggesting for the Illinois Fund accounts and Financial Reports in the future.

The Tax/Reserve Fund becomes the General Operating Fund.

The Working Cash Fund remains the Working Cash Fund.

The Capital Improvements Fund and Special Reserve Fund become the Capital Improvement Fund.

The Gift, Dardwin and General Funds become the Gift and Donations Fund.

The Lower Level Renovation Fund is renamed the Youth and Teen Technology Fund.

The Library Bond Fund the stays the same until the funds are spent.

The Batko Fund remains the same until we hear from the family.



Purpose and Scope

The general purpose of this policy is to address the implications of Governmental Accounting Standards Board (GASB) statement No. 54 regarding Fund Balance Reporting and Definitions. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of Riverside Public Library and jeopardize the continuation of necessary public services.

Fund Balance refers to the difference between the assets/deferred outflows and liabilities/deferred inflows shown on the Library's Balance sheet.

Unrestricted Fund Balance Definitions

The ~~General Fund~~ **GENERAL OPERATING FUND** is the ~~general~~ main Operating ~~Fund~~ Budget of the Library. It is used to account for all financial resources not accounted for and reported in another fund. Audit, IMRF, FICA and Unemployment funding is included in this fund. A minimum of eight months of reserves is included in this fund at all times. The Library Board of Trustees will determine transfer of excess funding from this account to other accounts when the balance exceeds a full year of budget amount levied.

The ~~Working Cash Fund~~ **WORKING CASH FUND** was established ~~through levy~~ to have cash on hand to fund financial operations prior to receipt of tax collections. A minimum of two months of assets should be kept in the fund's balance.

The ~~Capital Improvements Fund~~ **CAPITAL IMPROVEMENT FUND** serves as a funding source for major capital projects or repairs.

Restricted Fund Balance Definitions

~~Restricted Fund Balances~~ include those funds restricted by laws, regulations or grant restrictions (i.e., Audit, IMRF, FICA, Unemployment tax, endowments).

~~Special Reserve Funds~~ serve as a funding source for capital purchases. Funds are restricted ~~annually~~ or approved by the ~~library~~ Library Board of Trustees for capital purchases and/or major library renovations or repairs.

~~Special revenue funds (Gift & Dardwin)~~ are restricted to expenditures for specific **GIFTS AND DONATIONS FUND** includes funding for purposes that support library services.

~~Endowment Funds (Batko and General)~~ are established through a formal action of the donor or the Board of Trustees Friends of the Riverside Public Library. Only earnings, and not principal, may be used for purposes that support library services.

The ~~Lower Level Renovation Fund~~ was established by the Board of Trustees of the Riverside Public Library. This fund includes all money raised for renovations at the Library. The previously

~~established **Children's Fund** and the **Kovalsky Endowment Fund** were incorporated into the Lower Level Renovation Fund by approval of the Board of Trustees and the Kovalsky Family donations and memorial donations are assigned to this fund.~~

~~The Library Bond Fund **YOUTH and TEEN TECHNOLOGY FUND.** This fund includes money donated by the Riverside Elementary Education Fund in honor of former District 96 Superintendent David Bonnette when the organization ceased operation. The funds are only to be used for technology purchases for youth and teens.~~

~~The **LIBRARY BOND FUND** was established June 2020 and is restricted to expenditures for renovations to the Library lower level.~~

~~It is the policy of the Riverside Public Library to maintain a fund balance in the General Operating Fund of the estimated cost of four (4) months of operation or 33% of the most current operating budget.~~

~~Reviewed and Approved by the Riverside Board of Trustees April 9, 2013~~

~~Reviewed and Approved by the Riverside Board of Trustees April 9, 2019~~

~~Reviewed and Approved by the Riverside Board of Trustees July 11, 2023~~

~~C:\Users\cira\Documents\BOARD-PACKETS 2023\JULY-2023\FUND-BALANCE-POLICY (July-2023).docx~~ Reviewed and Approved by the Riverside Board of Trustees April 14, 2026



FUND BALANCE POLICY April 2026

Purpose and Scope

The general purpose of this policy is to address the implications of Governmental Accounting Standards Board (GASB) statement No. 54 regarding Fund Balance Reporting and Definitions. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of Riverside Public Library and jeopardize the continuation of necessary public services.

Fund Balance refers to the difference between the assets/deferred outflows and liabilities/deferred inflows shown on the Library's Balance sheet.

*The **GENERAL OPERATING FUND** is the main Operating Budget of the Library. It is used to account for all financial resources not accounted for and reported in another fund. Audit, IMRF, FICA and Unemployment funding is included in this fund. A minimum of eight months of reserves is included in this fund at all times. The Library Board of Trustees will determine transfer of excess funding from this account to other accounts when the balance exceeds a full year of budget amount levied.*

*The **WORKING CASH FUND** was established to have cash on hand to fund financial operations prior to receipt of tax collections. A minimum of two months of assets should be kept in the fund's balance.*

*The **CAPITAL IMPROVEMENT FUND** serves as a funding source for major capital projects or repairs. Funds are restricted or approved by the Library Board of Trustees for capital purchases and/or major library renovations or repairs.*

***GIFTS AND DONATIONS FUND** includes funding for purposes that support library services. Friends of the Library donations and memorial donations are assigned to this fund.*

***YOUTH and TEEN TECHNOLOGY FUND.** This fund includes money donated by the Riverside Elementary Education Fund in honor of former District 96 Superintendent David Bonnette when the organization ceased operation. The funds are only to be used for technology purchases for youth and teens.*

*The **LIBRARY BOND FUND** was established June 2020 and is restricted to expenditures for renovations to the Library lower level.*

*Reviewed and Approved by the Riverside Board of Trustees April 9, 2013
Reviewed and Approved by the Riverside Board of Trustees April 9, 2019
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Reviewed and Approved by the Riverside Board of Trustees April 14, 2026*



Immigration and Customs Enforcement (ICE)

Activity Policy

March-April 2026

Purpose

The Riverside Public Library is committed to providing a safe, welcoming, and inclusive environment for all patrons. The Library serves everyone equally and does not inquire about, or record patrons' immigration status. This policy establishes clear procedures for staff in the event of ICE or other immigration enforcement activity on library property consistent with applicable federal and Illinois law, including the Illinois Library Records Confidentiality Act (75 ILCS 70/1 et seq.).

- The Library protects patron privacy and confidentiality to the fullest extent permitted by law.
- The Library will not voluntarily assist in immigration enforcement activities beyond what is required by law.
- Staff safety and patron safety are paramount.

Policy

1. Access to Library Property

A. Public Areas

ICE agents, like all members of the public, may enter Library public areas during normal operating hours subject to the Library's rules of conduct applicable to all patrons.

B. Nonpublic Areas.

The Library does not consent to entry by ICE agents into nonpublic areas (including staff-only offices, workrooms and records storage) except:

- With a signed judicial warrant or court order authorizing such entry; or
- With the express permission of the Library Director or their designee.

If ICE agents assert exigent circumstances or otherwise insist on immediate entry into nonpublic areas, staff shall not obstruct them, shall ask that they remain in a public area if practicable, and shall immediately notify the Library Director or their designee.

2. Requests for Information and Records

All requests by ICE agents or any other law enforcement agency for patron information, library records, computer-use information, surveillance footage, or other information must be referred immediately to the Library Director or their designee. Staff shall not respond substantively.

The Library's information about patrons, including but not limited to names, addresses, library records, computer use, or presence in the Library, are confidential and shall not be disclosed except as permitted under Illinois law pursuant to a court order or other applicable authority, and after consultation with legal counsel, as applicable.

Administrative warrants, non-judicial subpoenas and other non-judicial documents or verbal requests for information and records shall be reviewed by the Library Director or their designee and, as appropriate, by legal counsel, before any response. ~~NOTE: ICE administrative warrants are not signed by a judge.~~

3. Interviews, Detention or Arrest on Library Premises

Library staff shall not participate in interviews, detentions or arrests, and shall not provide assistance to ICE agents beyond what is required by law.

The Library shall not provide nonpublic areas for interviews, detentions, arrests or other enforcement activities unless required by a valid judicial warrant, or authorized by the Library Director or their designee for safety or operational reasons.

Staff should not physically interfere with law enforcement actions. If an enforcement action is occurring, staff should move uninvolved patrons away from the area when safe to do so and immediately notify the Library Director or their designee.

4. Staff Responsibilities

Staff should remain calm, professional, and respectful at all times. Staff should not ask patrons about immigration status or alert ICE agents to the presence or location of any individual.

If ICE agents arrive, staff should:

- Ask for identification (name, agency, badge number) and the purpose of the visit.
- Request to see a judicial warrant, court order or other applicable documents, but do not interpret their validity.
- Direct agents to wait in a public area while the Library Director or designee is contacted
- Contact the Library Director or their designee immediately
- Document the encounter (time, location, agents' names and agencies, documents presented, areas requested, actions taken).

Compliance with Law

Nothing in this policy is intended to conflict with federal or state law. The Library will comply with lawful warrants and judicial orders and will otherwise protect patron privacy and control access to nonpublic areas consistent with, and as permitted by law.

Definitions

ICE: U.S. Immigration and Customs Enforcement, a federal law enforcement agency.

Judicial Warrant: A warrant signed by a judge or magistrate authorizing specific law enforcement actions.

Court Order: A written order signed by a judge.

Administrative Warrant: A document issued by ICE or another agency that is not signed by a judge.

Nonpublic Areas: Areas not open to the general public, including staff-only offices, workrooms, and records storage.

Approved by the Riverside Library Board of Trustees ~~April 14, March 10,~~ 2026

This month, as spring break approached, we thought about summer! We finalized planning our activities for summer, and worked on other aspects of our Summer Reading Program.

Highlights

Storytimes and Programs for Young Children—Anne, Bridget, Mandi and Fran kept busy with planning and presenting our mini storytimes this month. We want to thank Stephanie from the Treehouse for her Yoga Storytime. We had our regular playtimes and Fran had Clay Day.

We started a special storytime this month. A parent and regular in our Tummy Time program, Eleanor Grano, asked me about bilingual storytimes a few months ago. After a meeting and many emails, Eleanor and another patron, Claudia, presented their first Spanish/English bilingual storytime. I was here to offer support and anything they needed. Claudia and Eleanor came super prepared and presented a storytime to a full house of families. What a great addition to our programming. We have one more scheduled this spring and then we will be taking a break over the summer as we meet and discuss what worked and what needs to be changed before hopefully bringing this back in the fall. Thank you to Eleanor and Claudia for their hard work!

Bridget also had a special tummy time/story time with Ms. Nina from Brookfield Academy for Mini Musicians. This musical program was a huge hit with patrons and our staff commented on Ms. Nina’s beautiful singing voice. Thank you to Ms. Nina for joining us and thank you to Bridget for coordinating this program.

Afterschool Activities— Mandi made food monsters with our teens and beaded key chains with our grade schoolers. Fran also made mushroom magnets with the teens.

Fran and I had some success with our after school Preschool/Kindergarten Storytime, but some weeks, we don’t get any participants.

School’s Out Activities—We started our Spring Break programs with Fran’s Teen Taste Test. The teens tried different flavors of Peeps and Dr. Pepper Peeps were by far the favorite flavor.

Did you know March 31st is National Crayon Day? I celebrated with our grade schoolers by watching a video of Mr. Rogers showing how crayons are made. Then we did some crayon scratch art.

School Outreach—Our regular outreach visits continued with Bridget visiting the Hollywood CD class, Anne visiting the Early Learners, Francesca visiting RPC, and Mandi and Bridget visiting with Building Blocks. Additionally, RPC and Building Blocks both visited the library.

Passive Programs—Our Blue Board Question of the Month was “What is your favorite spring activity?” Answers covered a variety of topics including bird watching, bike riding, and splashing in puddles. The SPOT to Go activities this month included a basketball craft and a chick in egg craft. Fran’s scavenger hunt was super popular as always.

YOUTH & TEEN SERVICES STATISTICS – March 2026	
Reference questions asked	<u>160</u>
Informational questions asked	<u>187</u>

YOUTH & TEEN SERVICES – March 2026 – Nora Durbin

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
3/2/2026	9:30 am Mini Storytime	4			4	
3/2/2026	10 am Mini Storytime	10			9	
3/2/2026	Tummy Time	6			6	
3/3/2026	Tummy Time	10			10	
3/4/2026	RB Transitions Book Club			8	2	
3/4/2026	The SPOT to Go					12
3/5/2026	Little Hands	5			5	
3/5/2026	Create & Connect: Food Monsters			4		
3/5/2026	D96 Early Learners Storytime AM 1	4			6	
3/5/2026	D96 Early Learners Storytime AM 2	28			8	
3/5/2026	D96 Early Learners Storytime PM	38			12	
3/6/2026	Yoga ST	20			16	
3/7/2026	Drop In Craft					9
3/9/2026	9:30 am Mini Storytime	7			4	
3/9/2026	10 am Mini Storytime	6			4	
3/9/2026	Tummy Time	3			3	
3/9/2026	Storytime at RPC 1	10			2	
3/9/2026	Storytime at RPC 2	10			2	
3/9/2026	Storytime at RPC 3	10			2	
3/10/2026	Tummy Time w/ Ms. Nina	17			14	
3/10/2026	Preschool/Kindergarten ST	2				
3/10/2026	Building Blocks at RPL	5			2	
3/11/2026	RB Transitions Book Club			8	2	
3/11/2026	The SPOT to Go					13
3/12/2026	Little Hands	5			4	
3/12/2026	Imagination Explorers: Beaded Keychain		16			
3/13/2026	9:30 am Mini Storytime	6			4	
3/13/2026	10 am Mini Storytime	7			6	
3/14/2026	Legopalooza		6		4	
3/15/2026	Bilingual Spanish/English ST	14			9	
3/16/2026	10 am Mini Storytime	12			8	
3/16/2026	Tummy Time	3			3	
3/17/2026	Tummy Time	9			9	
3/18/2026	RB Transitions Book Club			8	2	
3/18/2026	Clay Day AM	2			2	
3/18/2026	Clay Day PM	5			2	
3/18/2026	The SPOT to Go					15
3/19/2026	Little Hands	6			4	

YOUTH & TEEN SERVICES – March 2026 – Nora Durbin

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
3/19/2026	Create & Connect: Mushroom Magnets			3	1	
3/19/2026	RPC at RPL	28			5	
3/20/2026	9:30 am Mini Storytime	5			3	
3/21/2026	Family Playtime	6			5	
3/23/2026	9:30 am Mini Storytime	11			10	
3/23/2026	10 am Mini Storytime	12			8	
3/23/2026	Storytime at RPC 1	10			2	
3/23/2026	Storytime at RPC 2	10			2	
23-Mar	Storytime at RPC 3	10			2	
3/23/2026	Storytime at Building Blocks	12			2	
3/23/2026	Tummy Time	5			5	
3/24/2026	Tummy Time	9			8	
3/24/2026	Preschool/Kindergarten ST	3				
3/24/2026	Visit to Hollywood CD Classroom		8		4	
3/25/2026	RB Transitions Book Club			8	2	
3/25/2026	The SPOT to Go					15
3/26/2026	Little Hands	5			5	
3/27/2026	9:30 am Mini Storytime	7			5	
3/27/2026	10 am Mini Storytime	4			3	
3/28/2026	Legopalooza		5		3	
3/30/2026	Teen Taste Test			8		
3/31/2026	Crayon Day		6		1	
3/1-3/30	Blue Board Question					100
3/1-3/30	YTS Scavenger Hunt					85
After School (20 Days)		592				
Phone Charger Checkout		12				
Board Game Usage		86				
Nintendo Switch Usage		6				
Study Room Usage		52				
Interactions with non-English speakers		1				

Circulation and Computer Services

March 2026

Sharon Shroyer

Circulation

The Circulation department has been strongly pushing the SWAN app that patrons can download on their phones. We let the patrons know that they can add all family cards to the app, which makes picking up material for a family member far easier and secure.

The link to apply for a digital library card from the web site went live in March and it has already been used several times. The digital card number can also be entered into the SWAN app and be used just like a physical card.

We have also been advertising the new Palace Project app but patrons are still not using it in the numbers that they use Libby or even Hoopla. Only 45 titles downloaded in March, as compared with 2286 downloads in Libby.

Since our book-recycling bin was full in advance of the regular scheduled pickup of their bi-monthly pickup, I contacted Knowledge Exchange and they came out the next day to switch out the bins. I hope that this initial trial period will prove to be beneficial to both the company and to us.

Dana continues to work on the inventory and I continue to fix any issues that come up.

Computer Services

The problems with the new print from home software have been resolved and it is up and running. It gives much more flexibility to the user and is more intuitive. As an added bonus, the new software is \$400 dollars a year cheaper than the previous product.

The background settings for Kanopy and the new Chicago Tribune digital access were set up and tested prior to the April 1 launch.

An older Dymo label maker was retrieved from storage and reinstalled back on Lisa's computer. Since one was previously in that location, it was just plug and play.

The Technology Committee met on March 26, as we continue to work on the updated technology plan.

March 2026 Information Services Update

Diane Silva

Local and State Advocacy

A couple of big library advocacy projects geared up this month. The first is IL House Bill 5236, which passed out of committee with a 6 – 3 vote on March 24. State Reps Lisa Hernandez and Abdelnasser Rashid both signed on as co-sponsors after the Bill passed out of committee. It was added to the House calendar on March 26.

I also attended one of a series of Libraries as Digital Navigators working sessions. Sponsored by RAILS and funded through the Cook County Equity Fund, the project intends to create a Digital Navigator Network providing support and grants to assist suburban Cook County libraries in bridging digital accessibility gaps. The meeting was an exploratory session to see what needs are the greatest for helping both patrons and staff. There was lots of discussion about staff training to meet increasing needs as a key part of bridging the divide. The committee will then take all the input from participants and develop formal offerings.

Digital Collection

March saw our first additional purchases in Overdrive. We were able to add 9 titles for a whopping \$443. Most are metered access for 1 or 2 years with a mix of ebooks and audiobooks. Thanks to an additional gift from the Friends of the Library, our 2026 budget is \$4000. We will continue to add high demand titles throughout the year.

The Spot

The Spot goal for 2026 is to focus on usability of the space including organization, signage, and guides. Jordan and Mandi began visiting makerspaces of varying sizes to get ideas for potential improvements on all these fronts. They are already moving forward on this year-long project.

Library Market Calendar

We held our kickoff meeting with the Library Market project management team. The process will include a series of four implementation meetings tackling topics such as, taxonomy terms, event forms and registrations. These meetings will be completed by the end of May with training in the summer. We will spend September/October setting up events and building the digital back-end with roll-out expected on November 1. Lisa is working through the user-guide and taking lead on set-up. So far, the interface is far more intuitive and allows for extensive flexibility comparative to our current calendar.

Newsletter Schedule Success

Brent and Lisa rolled out the new publishing timeline for our April/May edition. Expanding the creation time and setting firmer dates for calendar lock down greatly reduced the crunch time. We had more time for editing and review at a much less stressful pace.

Programming Statistics

The SPOT Open Hours (9 sessions) –	Invasive Species w/LAC/Olmsted - 31
The SPOT Appointments – 4 (3 req staff)	Chess Club (5 sessions) – 54
Drop in Tech Help – 1	Asahi (4 sessions) – 28
Book Discussion – 16	Mahjong (4 sessions) - 23
ILP – Everett – 7	Meditation (2 session) – 18
Spring Door Signs – 10	Genealogy– cancelled
Seed Starting w/ RCG – 16	Wordsmith’s Society – 5
Seed Swap w/ RCH - 16	Knitting Club (2 sessions) – 8
Will Dunne Play w/ RAC – 45	AARP Tax Help (4 weeks) - 60
Green Cleaning - 13	<u>Passive</u>
Painted Tote Bags – 12	Seed Packets Take/Leave –190

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

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

	Mar-26	Mar-25	YTD 2026	YTD 2025
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Reference Statistics

Questions Asked - Adult	857	889	2469	2399
Questions Asked - Youth Services	347	387	1075	1233

**Internet Usage - Adult
- CYS**

Total Usage

	234	323	751	834
	332	233	900	197
	566	556	1651	1031

Holdings

Adult Titles Added	215	239	644	603
YTS Titles Added	107	172	313	286
Total Titles Added	322	411	957	889
Adult Titles Withdrawn	265	236	290	354
YTS Titles Withdrawn	3	85	141	243
Total Titles Withdrawn	268	321	431	597

Total Holdings

	63238	63746
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Library Programs - Active

Children 0-5	42	31	119	105
Children 6-11	5	6	22	24
YA 12-18	3	2	5	7
Adults 19+	39	36	95	106
General Interest (Mixed)	22	6	41	17
Totals	111	81	282	259

Library Programs - Active Attendance

Children 0-5	373	227	956	774
Children 6-11	41	30	157	154
YA 12-18	15	6	31	60
Adults 19+	622	461	1443	2469
General Interest (Mixed)	401	256	1008	1107
Totals	1452	980	3595	4564

Library Programs - Passive

Children 0-5	7	4	22	17
Children 6-11	2	2	10	7
YA 12-18	0	0	0	0
Adults 19+	5	7	5	8
General Interest (Mixed)	8	3	18	11
Totals	22	16	55	43

Library Programs - Passive Attendance

Children 0-5	61	23	193	175
Children 6-11	18	11	97	51
YA 12-18	0	0	0	0
Adults 19+	43	98	43	158
General Interest (Mixed)	289	221	802	914
Totals	411	353	1135	1298

**Community Programs
Attendance**

	12	8	33	29
	180	131	422	406

	Mar-26	Mar-25	YTD 2026	YTD 2025
Study Room Use	52	29	146	95
New Library Cards Issued	63	45	144	146
Library Attendance	9195	9251	24938	23512
Notary Service	18	13	46	60
Checkouts	5134	5320	14423	15128
Renewals	3127	3381	9100	9418
Checkins	5888	6583	16228	17788
Total Circulation	14149	15284	39751	42334
Interlibrary Loans				
Loaned	1052	1001	3015	3141
Borrowed	1180	1177	3596	3660
Reciprocal Borrowing				
Loaned to Other Library Patrons	630	615	1561	1676
RPL Patrons Borrowing Elsewhere	1479	1224	4144	3778
Digital Resources				
Hoopla	423	451	1218	1173
Palace Project	45	119	192	380
Libby (Digital Library of Illinois)	2286	1476	6664	5716
Kanopy	NA	NA	NA	NA
Web Site Total Hits	4070	4511	12466	13442
Wireless Statistics	1195	911	3733	2972
Online Databases				
Ancestry.com				
Searches	300	267	815	1416
Returns	481	1038	1187	2915
Newsbank				
Searches	18	14	44	124
Consumers Reports				
Sessions	4	11	27	29
Searches	44	0	348	208
Chicago Tribune	0	NA	0	NA
Additional Statistics				
Newspaper Archives				
Searches	59	30	105	81
Museum Passes				
Issued	17	13	30	30
Library of Things				
Equipment	64	53	175	173
Kits	20	14	47	44
Spot Collection Use	13	5	54	23

Library Director's Report
March 2026
Janice Foley

Administration

Committee work occupied a significant portion of time this month. Ashley, Nancy, and I collaborated on revisions to the Funds Policy. In addition, we discussed potential changes to our current Illinois Funds accounts; supporting information is included in the Board packet. The Technology Committee met, and revisions to the Technology Plan are ongoing. To maintain momentum, the committee will begin meeting monthly starting in April.

The Capital Improvement Committee is scheduled to meet in early April. As our current plan is outdated, I have been researching how other libraries present their capital improvement plans, policies, and supporting documents. While many examples are from larger multi-branch systems or libraries planning new construction, they still provide useful guidance for format and organization.

Planning for the Staff Area renovation is nearing completion and moving closer to implementation. Darren has obtained furniture pricing, we have secured Hallett Movers for removal of existing furnishings, and we are awaiting final estimates for painting and installation. I also met with Phil Johnson from the carpeting company, who is prepared to install carpeting once the current fixtures have been removed. At this stage, we are ready to move forward and complete the project.

I also prepared the 2022, 2023, and 2024 Board packets for binding and submitted them to Houchen. The completed volumes are expected to be returned within a month.

Community Outreach and Partnerships

The Friends of the Library met on March 24. Their membership drive is currently underway and progressing well. At the meeting, they approved a \$10,000 donation to support items from the Library's submitted wish list, including:

- \$4,000 for the Summer Reading Program
- \$2,000 for a KANOPY subscription
- \$2,000 for additional eBooks and audiobooks through LIBBY
- \$500 for board books
- \$1,500 for new play equipment (train table, kitchen set, and tool bench) for the Early Learners Area

The group also discussed hosting smaller social events. Their Annual Bingo fundraiser is scheduled for October 3. Elections for Friends officers will take place in April.

The All in the Family Genealogy Club did not meet in March due to preparation for the April 7 program. Guest speaker Suzanne Hoffman, "The Genealogy Maven," will present updates on FamilySearch, one of the leading genealogy research platforms. Staying informed about new features is valuable for both staff and patrons.

Building and Grounds

March presented several challenges related to building and grounds. Mid-month, the automatic door opener failed. After contacting several vendors (all of whom required service call fees), I selected Atlas Door in Plainfield based on their reviews. They confirmed the unit was beyond repair due to its age (over 30 years old) and provided a quote for replacement. Following approval from Ken, the new unit was installed and, after a minor adjustment, is now functioning well.

New low-voltage exterior lighting was installed in mid-March. Initially, the installation was successful; however, the Village required removal of the old fixtures and wiring for permit approval. After contracting with Mark Demolition to complete this work, we discovered that both the main exterior light and the newly installed lighting were no longer functioning, leaving the building exterior without lighting.

Initial troubleshooting, including checks of interior controls, did not resolve the issue. A local electrician, Pete Mantel, was unable to identify the cause, even after consulting with another electrician. I then contacted Belcore Electric. Ben Belcore conducted a thorough investigation. He determined that the power supply to the main light pole had been disrupted, though the exact connection point could not be located.

As an interim solution, he recommended relocating the low-voltage control box near the RPZ valve and fire alarm panel to restore the landscape lighting. A new line will be required to restore power to the main light post. Scheduling for this work is currently pending. Given the history of inconsistent outdoor electrical performance, these improvements should result in a more reliable system.

Fox Valley Fire and Safety conducted the annual sprinkler system testing. Following the test, significant leaking was observed into the catch bucket. YTS staff monitored and managed the situation diligently while I worked to arrange follow-up service. Initially, Fox Valley indicated the issue was unrelated to their work; however, after consulting with Hannah Plumbing—who confirmed it was not a plumbing issue—Fox Valley returned to inspect the system. They identified and corrected a problem resulting from the testing, and the leak has since been resolved.

Routine maintenance activities this month included elevator testing and gutter cleaning. Lawn care services will resume in April.



**20265 ANNUAL RESOLUTION AUTHORIZING
PUBLIC LIBRARY NONRESIDENT CARD
PARTICIPATION AND FEES**

WHEREAS, the State of Illinois has enacted the Illinois Local Library Act 75 ILCS 5/4-7(12), which grants power to the Board of Trustees, including the power to extend the privileges and use of the library to nonresidents and the power to charge a fee for nonresident use thereof;

WHEREAS, the Board of Trustees of the Riverside Public Library has determined to participate in the nonresident reciprocal borrowing program of its regional library system and to issue nonresident library cards;

WHEREAS, the Illinois Administrative Code 23 Adm. Code 3050.60(b), sets forth the tax-bill method for calculating a nonresident fee so as to ensure the fee charged is equal to the cost paid by residents of Riverside;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Riverside Public Library, Cook County, Illinois, as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of the Riverside Public Library whose closest public library is the Riverside Public Library, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Riverside Public Library, may purchase a nonresident fee card calculated using the Tax Bill Method (23 Adm. Code 3050.60(b)).

Tax Bill Method:

- Nonresident Taxpayer: The library tax rate or equivalent, including all special levies, is applied to the nonresident property owner's principle residence assessed valuation on an individual, case by case basis. The most recent property tax bill will be used. The property owner will pay the same amount as would be paid if the property were in the library service area.
- Nonresident Renter: The library shall charge 15 percent (15%) of the monthly rent as the annual nonresident fee. The renter shall provide to the public library a current rent receipt or a cancelled rent check for verification purposes.

Section 2: The Library Director shall notify the regional library system within 30 days of the adoption of this Resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12-month period of validity for nonresident library cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

Section 3: This Resolution shall be in full force and effect upon its adoption, approval, and publication as provided by law, and remain in full force and effect until further action by the Board of Trustees.

President, Board of Library Trustees

Secretary, Board of Library Trustees



Library Board Memorandum

To: Board of Trustees
From: Diane Silva, Assistant Director
Date: 4/01/2026
Re: Wordsmiths Society Writers' Guild Participation Agreement

On a monthly basis, Gabe Fisher runs a writing group for the Library. The group involves sharing one's work along with commenting on the work of other authors. We currently use a shared Google drive that Gabe empties monthly and an email list.

Recently a one-time attendee began reaching out to another member. This occurred outside the group but was related to their participation in the group. This contact was unwanted but handled by the individual parties. However, it made us consider that the nature of this group might require a specific agreement beyond existing policies.

The attached Wordsmiths Society Writers' Guild Participation Agreement (Agreement) outlines specifics regarding respectful critique, confidentiality and plagiarism. It also includes language about outside collaboration and the Library's role. Approval of the agreement is required to participate and violation of the terms of the Agreement could result in removal from the group.

Wordsmiths Society Writers' Group Participation Agreement

Participant Information

Member Name (Print): _____

Email: _____

Phone Number: _____

Group Description

The Wordsmiths Society Writers' Group (Group) meets regularly at the Riverside Public Library (Library). Attendees are encouraged to share work and meaningful critique. The Group uses technology, like Google Drive, to share work for discussion. Any stored work is deleted monthly and remains the property of the author.

Code of Conduct & Intellectual Property

- **Respectful Critique:** Critique must be respectful. Comments that are not relevant to the work or that are deemed harmful, abusive, or inappropriate are not permitted.
- **Confidentiality:** All shared works are the private property of the author. Participants may not share, copy, or distribute another member's work.
- **Plagiarism:** Participants may not submit any work that is not their own.
- **Information Sharing:** Comments and/or critiques must be shared in the submitted documents in the Group's share folder, or other shared technology. Comments and critiques may not be sent via email.
- **Collaboration:** Engagement or collaboration with another member outside of the Group shall be undertaken at their own risk. The Library is not responsible or liable for any injury, loss, damage, or claim arising from such engagement.

Terms and Termination

- **Duration:** This agreement is valid from the Signature Date.
- **Termination:** The Library reserves the right to terminate participation for breach of this agreement, conduct detrimental to the Group, or violations of other Library policies.

Acceptance

By signing below, the member acknowledges they have read and agree to the terms above. I will also personally guarantee and be responsible for compliance with these rules and procedures.

Signature: _____ Date: _____



Library Board Memorandum

To: Board of Trustees

From: Janice Foley, Library Director

Date: 4/06/2026

Re: Approval of Summer Hours and Consideration of Revised Regular Hours

As summer approaches, we are requesting approval of the Library's Summer Hours schedule. Consistent with prior years, we recommend the following:

- Monday – Thursday: 9:00 am – 8:00 pm
- Friday: 9:00 am – 5:00 pm
- Saturday: 9:00 am – 3:00 pm
- Sunday: Closed

Pending approval of the above, we should also discuss adjusting the summer Board meeting start time to 7 pm.

In addition, we would like to begin a discussion regarding potential adjustments to our regular (non-summer) hours.

Since the COVID period, and increasingly over the past several months, we have observed a consistent decline in patron usage after 8:00 pm. Even on relatively busy evenings, the building typically serves only two to three patrons during the final hour of operation. In contrast, Saturday usage has shown a notable increase, indicating a shift in patron demand toward weekend hours.

In response to these trends, we propose consideration of the following schedule for the regular (non-summer) year:

- Monday – Thursday: 9:00 am – 8:00 pm
- Friday: 9:00 am – 5:00 pm
- Saturday: 9:00 am – 5:00 pm
- Sunday: 1:00 pm – 5:00 pm

This adjustment would expand Saturday access by two hours while reducing late evening service by two hours during the week. The change maintains overall service availability while better aligning hours with current usage patterns. Additionally, reducing late evening hours would save on staffing costs for an empty building.

It is also worth noting that many neighboring libraries have already adjusted their hours in similar ways, with most closing at 8:00 pm or earlier.



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 3/23/2026
Re: Spring 2027 Consolidated Elections

The Consolidated Elections will take place on April 6, 2027. The filing period for Library Trustee Candidates will be November 16 – 23, 2026. Non-Partisan petitions can be signed beginning at the end of August.

We will have four of the seven trustee positions up for election. The four trustees whose terms will be up are: Ken Circo (2015), Courtney Greve Hack (2017), Nancy DeFauw, and Dan Loucks (both 2023).

In past years, the Boards have found it helpful knowing if any Trustees whose terms will be ending have made a decision about running again.

March 12, 2026

Dear Ms. Foley,

I was so surprised and touched when I opened your letter stating that Pope Leo's book was being donated to Riverside Library in honor of my father, Wayne Gieseman. I can't express my gratitude to ^(properly) you!
I have happy memories of going to Riverside Library as a child. I think the only time my Dad ever got mad at me was when I had an overdue →

library book! ☺

Again, words cannot express how touching this remembrance of my Dad is.

Riverside Library is beautiful and one of a kind!



american greetings

Happy reading!

Sincerely,
Karin Gieseman Waterbury
and the Gieseman family
(Beet, Amy and John)

AGDZ7C074105A
©AGC LLC



Feral Fixers
P.O. Box 1416
Lombard IL 60148

March 18, 2026

Riverside Public Library
Attn: Janice Foley
1 Burling Rd
Riverside IL 60546

Board and Staff of Riverside Public Library.

Thank you so much for your donation made in memory of Sandra Hunter.

We appreciate being able to help you to celebrate Sandra's memory and know that she would enjoy the thought of assisting the cats under our care. Cats were very important to Sandra and we hope she would support Feral Fixers' goal of assisting feral cats.

This gift will assist us in achieving our goal to reduce both the number of cats euthanized and the feral cat population in DuPage County while improving the quality of life for both cats and humans through the high-volume use of low-cost or free spay-neuter services to sterilize feral, semi-feral, stray and domestic cats.

Very truly yours,

A handwritten signature in cursive script that reads "Tammy McAuley".

Tammy McAuley
President
Feral Fixers, NFP

