

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 8, 2025 in the Foley Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:30 pm
- II. Roll Call
- III. Welcome Guests
- IV. Public Comment
- V. Approve Minutes of March 11, 2025 - *Action Item*
- VI. Review of March Bills—*Action Item*
- VII. Review of March Financial Statements—*Action Item*
- VIII. Committee Reports
 - A. Finance – Jane Birmingham
 - B. Building & Grounds – Ken Circo
 - C. Policy & Bylaws – Dan Loucks
 - D. Technology – Nancy DeFauw and Michael Hagins
 - E. Communications and Marketing – Courtney Greve Hack
- IX. Staff Reports—February
 - A. Children & Youth Services Manager—Nora Durbin
 - B. Patron Services & Computer Services Manager—Sharon Shroyer
 - C. Information Services—Diane Silva
 - D. Monthly Statistics
- X. Director's Report—Janice Foley
- XI. Unfinished Business
 - A. Library Board of Trustees Bylaws - *Action Item*
 - B. Exterior Sign - *Action Item*
- XII. New Business
- XIII. Announcements
- XIV. Correspondence & FYIs
 - A. Climate Action and Resilience Plan
 - B. IMLS Funding Cuts
 - C. Thank You from the Family of Brian Brennan
- 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 11, 2025**

Held Tuesday, March 11, 2025 in the Foley Community Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

In Attendance: Ken Circo, President; Courtney Greve Hack, Vice President
Christine Long, Secretary; Jane Birmingham, Treasurer; Michael Hagins, Trustee, and
Daniel Loucks, Trustee.

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

Called to order at 7:31 pm by President Ken Circo.

Review of Minutes

Courtney Greve Hack moved, and Dan Loucks seconded, that the Board approve the minutes of the February 11, 2025 regular meeting.

Ayes: Birmingham, Greve Hack, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Jane Birmingham moved, and Michael Hagins seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 24123 through 24131 and check numbers 24142 through 24167 in the total amount of \$83,085.94, which includes payroll through February 28, 2025.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Jane Birmingham moved, and Courtney Greve Hack seconded, that the Board approve the financial statements for February 28, 2025, subject to audit.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Loucks

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

Trustee Birmingham reported that the library had an incidence of check fraud two weeks ago. One of our checks was "washed" and cashed. The bank reimbursed us

the total amount. We worked with the bank to implement additional check verification functions.

Building and Grounds

The list of major building improvements and equipment replacements along with the contractor / vendor name and contact information was shared with the Board in draft format.

The Village's permit fee for the upcoming masonry work was \$715. The Board continues to be concerned about increasing permit fee amounts. Trustee Greve Hack will draft a letter to the Village Board stating our concerns with such high permit fees as we are both tax supported Village organizations / entities.

The Board discussed and requested our landscaping service to provide mulch for the planting beds in the front of building.

Policy and Bylaws

Trustee Loucks asked about purchasing policy bid amounts when completing work in phases. We are checking with Michael Marrs on this.

Technology

The new Patron Services printer has been installed.

Marketing and Communications

Trustee Greve Hack reminded everyone to complete the Statement of Economic Interest form online, even if you will no longer be on the Board. She is also mentioned working on a press release on the Patron Services remodel once we have information to share.

Reading Between the Wines

RBTW was a great success. Set-up and clean-up went great. We raised \$14,600. Even though our sponsorships were down from last year, we saved quite a bit on our expenses, particularly on the cost of the charcuterie cups. For next year, we are already planning to cut down our expenses by using all the extra wine glasses.

The sponsor thank you letters were sent of last week.

Staff Reports

Trustee Long commented on our new policy on digital checkouts, which lead to a lengthy discussion of digital access and collection development strategy. Assistant Director Silva provided information on our current digital services offerings. As we continue to see an increase in usage for digital services, Board members discussed ideas for how to meet these usage trends going forward.

Director's Report

The Library 95th Anniversary Open House is quickly approaching – April 6th from 1 – 3 pm. Please stop by if you are able. We will be serving refreshments on the Terrace. We

have begun planning for the 4th of July parade. We found a very large canvas version of the 2009 Riverside street map which we plan on carrying in the parade.

New Business

Library Board of Trustees Bylaws

Courtney Greve Hack moved, and Dan Loucks seconded, the approval of the updated Library Board of Trustees bylaws.

Trustee Loucks suggested edits to the updated bylaws. He questioned whether we could eliminate Article VII. He suggested we ask Michael Marrs. Director Foley will follow-up with Michael. The vote tabled until next meeting.

Adjournment

Upon motion by Courtney Greve Hack, seconded by Michael Hagins, and passed unanimously, the meeting was adjourned at 8:43 pm.

President

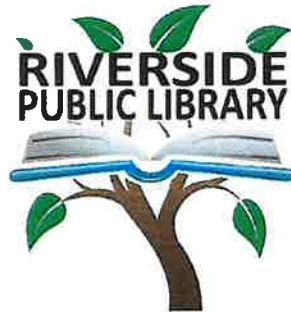
Secretary

Riverside Public Library

CASH DISBURSEMENTS

MARCH - 2025

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR MARCH 2025 ACCOUNTS PAYABLE
AND MARCH 2025 PAYROLL = \$98,176.25**

Including voided checks #24189 - #24193

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 3/1/2025 Through 3/31/2025

Check Numbr	Check Date	Payee	Check Amount	Transaction Description
24168	3/6/2025	Blue Cross Blue Shield of Illinois	5,329.83	HMO Medical - March 2025
24169	3/6/2025	Bullseye Cleaning Service, Inc.	974.50	Snow and Ice Removal - 5 days
24170	3/6/2025	Delta Dental of Illinois - Risk	47.87	HMO Dental - March 2025
24171	3/6/2025	Delta Dental of Illinois- Vision	19.59	HMO Vision - March 2025
	3/6/2025	Delta Dental of Illinois- Vision	26.12	PPO Vision - March 2025
24172	3/6/2025	Holton Brothers, Inc.	2,960.00	Masonry work - front entry stair walls
24173	3/6/2025	Riverside Foods	1,259.45	RBTW 2025 Food
24174	3/13/2025	Garvey's Office Products	95.15	Garbage bags
24175	3/13/2025	Ingram Library Services	535.98	29 titles
24176	3/13/2025	Klein, Thorpe & Jenkins, Ltd.	612.50	Various Legal Services
24177	3/13/2025	NICOR Gas	1,913.74	Gas Bill
24178	3/13/2025	North Suburban Employee Benefit Coc	324.00	PPO Dental - February 2025
24179	3/13/2025	North Suburban Employee Benefit Coc	3,924.84	PPO Medical
24180	3/13/2025	Team One Repair, Inc.	450.00	Receipt Paper for Printer
24181	3/17/2025	EnvisionWare, Inc.	1,205.80	Annual Maintenance/Subscription
24182	3/17/2025	Kimberly Ann Kuhn White	300.00	Monarch Butterfly Program
24183	3/17/2025	Business Card	2,126.78	Credit Card Purchases - Vimont
24184	3/17/2025	Palatine Public Library District	22.99	Interlibrary book loan
24185	3/17/2025	Village of Riverside	715.50	Masonry Permit
24186	3/17/2025	Unique Management Services, Inc.	59.10	February Placements
24187	3/18/2025	Business Card	3,776.96	Credit Card Purchases - Shroyer
24188	3/24/2025	Village of Riverside	5,989.74	IMRF March 2025
24194	3/25/2025	Alarm Detection Systems, Inc.	1,141.62	Quarterly Charges / Apr-Jun
24195	3/25/2025	Laura Chaplin	150.00	Family Search Sleuthing Program
24196	3/25/2025	Demco, Inc.	280.65	Bookmarks and Oversized Book Support
24197	3/25/2025	Ebsco Information Services	851.00	LibraryAware
24198	3/25/2025	Garvey's Office Products	94.09	Paper and Paper Towels
24199	3/25/2025	KC Cleaning, Inc.	2,000.00	Janitorial Services
24200	3/31/2025	Greg Hannah Plumbing	596.40	Gerber Kitchen Faucet and Installation
24201	3/31/2025	Robert J. Holdsworth	150.00	Music for Anniversary Celebration
24202	3/31/2025	Riverside Foods	159.00	Cupcakes for Anniversary Celebration
24203	3/31/2025	Storm Science, LLC	415.00	Chasing Mother Nature Program
1589	3/28/2025	Administration	8,508.02	Group: 01; Pay Date: 3/28/2025
1590	3/28/2025	Information Services	12,658.31	Group: 02; Pay Date: 3/28/2025
1591	3/28/2025	Children & Youth Services	8,433.95	Group: 03; Pay Date: 3/28/2025
1592	3/28/2025	Patron Services	<u>14,641.79</u>	Group: 04; Pay Date: 3/28/2025
			82,750.27	
	3/14/2025	EFTPS - Employer Portion	2,253.31	
	3/28/2025	EFTPS - Employer Portion	2,194.14	
ACH00055	3/31/2025	Comcast Cable	238.79	High Speed Internet
ACH00056	3/31/2025	Comcast Cable	480.62	Phone Bill
ACH00057	3/31/2025	Leaf	<u>789.70</u>	Copier Rental
Report Total			<u>88,706.83</u>	

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 4/8/2025 Through 4/8/2025

Check Number	Check Date	Payee	Check Amount	Transaction Description
24204	4/8/2025	5 Star Interpreting Chicago	230.00	Sign Language Interpretation
24205	4/8/2025	Amazon Capital Sevices	988.93	Amazon Purchases
24206	4/8/2025	Cintas Corporation LOC. 769	1,151.48	mats/cleaning supplies
24207	4/8/2025	Colley Elevator Co.	240.00	Elevator Inspection
24208	4/8/2025	Garvey's Office Products	49.50	Copy Paper
24209	4/8/2025	Ingram Library Services	2,382.61	Various Titles
24210	4/8/2025	Midwest Tape	1,000.34	Digital Subscriptions - March
24211	4/8/2025	Minuteman Press of Lyons	3,126.56	Spring Newsletter
24212	4/8/2025	Village of Riverside	<u>300.00</u>	Alarm - Second Quarter
Report Total			<u>9,469.42</u>	

Riverside Public Library

FINANCIAL REPORTS

For 3 Months Ending

March 31, 2025

UNAUDITED



**Riverside Public Library
Cash Balances
As of 3/31/2025**

	Balance, <u>3/31/2025</u>
Consolidated Operating Funds:	
First American- Checking	39,562.21
First American- Payroll	<u>268.21</u>
Total First American accounts	39,830.42
Illinois Funds	
Tax/Reserve Fund	1,358,459.49
Capital Improvements Fund	49,203.81
Special Reserve Fund	68,382.06
Working Cash Fund	277,047.12
Library Bond Fund	<u>49,654.56</u>
Total Illinois Funds	1,802,747.04
Total Operating Funds Cash Balances	1,842,577.46
Gift & Endowment Funds:	
Library Gift Fund	139,184.93
Batko Endowment Fund	6,673.75
Lower Level Renovation Fund	57,498.11
General Endowment Fund	11,197.05
Darwin Fund	<u>18,251.70</u>
Total Gift & Endowment Funds	232,805.54
Total Funds	<u>2,075,383.00</u>

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 3/31/2025

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	1,448,459.49
Ill Fund Prime-Special Reserve Fund	(0.01)
1st American-Checking Account	20,855.64
1st American-Payroll Account	268.20
Riverside Bank savings account	0.01
Illinois Fund- Library Bond Fund	(42,292.80)
Property Tax Receivable	(713,067.27)
Due from Other Funds	6,705.31
Due from other groups	547.53
Due from Friends of the Library	455.30
Staff Receivables	(62.49)
Fixed Assets	2,100,381.00
Total Assets	2,822,249.91
Liabilities	
Accounts Payable	9,469.42
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,477.69
IMRF Payable	(301.82)
Deferred Property Taxes	(713,067.72)
Accrued Payroll	18,548.84
Health Insurance Payable	(1,430.30)
Term Life Insurance Payable	(111.96)
Due to Other Funds	3,800.48
Due to Friends of the Library	220.00
Due to Olmsted Society	20.00
Due to Historical Society	611.50
Due to Preservation Commission	3.00
Investment in Fixed Assets	2,100,381.00
Total Liabilities	1,419,559.56
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	1,029,463.33
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	1,031,421.50
Excess Revenues/(Expenditures)	371,268.85
Total Fund Balances	1,402,690.35
Total Liabilities & Fund Balances	2,822,249.91

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 3/1/2025 Through 3/31/2025

	Current Period Actual	Current Year Actual-3 mos.ending 3/31/2025	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2023 Property Tax revenue	535,171.17	736,234.72	1,438,045.00	(701,810.28)	(48.80)%
Total Property Taxes	535,171.17	736,234.72	1,438,045.00	(701,810.28)	(48.80)%
Inter Government Funds	2,759.76	3,929.00	25,000.00	(21,071.00)	(84.28)%
Interest	4,931.68	11,662.59	9,000.00	2,662.59	29.58%
Fees for Services	1,015.78	3,205.52	6,830.00	(3,624.48)	(53.07)%
Misc Revenue	44.00	131.35	200.00	(68.65)	(34.33)%
Total Revenues	<u>543,922.39</u>	<u>755,163.18</u>	<u>1,479,075.00</u>	<u>(723,911.82)</u>	<u>(48.94)%</u>
Total Revenue	<u>543,922.39</u>	<u>755,163.18</u>	<u>1,479,075.00</u>	<u>(723,911.82)</u>	<u>(48.94)%</u>
Expenditures					
Personnel Services	75,255.20	257,393.05	985,500.00	728,106.95	73.88%
Supplies	1,456.61	5,613.95	18,500.00	12,886.05	69.65%
Contractual Services	7,615.06	25,178.78	113,000.00	87,821.22	77.72%
Information Services	3,564.02	9,834.70	37,000.00	27,165.30	73.42%
Electronic Resources	1,292.11	10,278.78	67,600.00	57,321.22	84.79%
Children/Youth Services	917.77	2,393.82	12,650.00	10,256.18	81.08%
Marketing/Public Relations	5,079.85	10,825.58	25,500.00	14,674.42	57.55%
Administration	1,930.36	30,989.05	196,100.00	165,110.95	84.20%
Technology	5,490.35	6,548.93	22,500.00	15,951.07	70.89%
Total Expenditures	<u>102,601.33</u>	<u>359,056.64</u>	<u>1,478,350.00</u>	<u>1,119,293.36</u>	<u>75.71%</u>
Miscellaneous Expenses					
Misc Expenses	22.99	24,822.70	0.00	(24,822.70)	0.00%
Total Miscellaneous Expenses	<u>22.99</u>	<u>24,822.70</u>	<u>0.00</u>	<u>(24,822.70)</u>	<u>0.00%</u>
Total Expenditures	<u>102,624.32</u>	<u>383,879.34</u>	<u>1,478,350.00</u>	<u>1,094,470.66</u>	<u>74.03%</u>
Excess Revenues(Expenditures)	<u>441,298.07</u>	<u>371,283.84</u>	<u>725.00</u>	<u>370,558.84</u>	

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 3/1/2025 Through 3/31/2025

	Current Period Actual	Current Year Actual 3 mos.ending 3/31/2025	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2023 Property Tax revenue	535,171.17	736,234.72	0.00	736,234.72	0.00%
2024 Property Tax Revenue	0.00	0.00	1,369,986.00	(1,369,986.00)	(100.00)%
Lower Level Bond revenue	0.00	0.00	123,000.00	(123,000.00)	(100.00)%
Total Property Taxes	<u>535,171.17</u>	<u>736,234.72</u>	<u>1,492,986.00</u>	<u>(756,751.28)</u>	<u>(50.69)%</u>
Inter Government Funds					
Per capita state grants	0.00	0.00	13,000.00	(13,000.00)	(100.00)%
Corporate Replacement Taxes	2,759.76	3,929.00	14,000.00	(10,071.00)	(71.94)%
Total Inter Government Funds	<u>2,759.76</u>	<u>3,929.00</u>	<u>27,000.00</u>	<u>(23,071.00)</u>	<u>(85.45)%</u>
Interest on Operating Funds					
Interest-Illinois Funds	4,931.68	11,662.59	11,000.00	662.59	6.02%
Total Interest on Operating Funds	<u>4,931.68</u>	<u>11,662.59</u>	<u>11,000.00</u>	<u>662.59</u>	<u>6.02%</u>
Fees for Services					
Fines	117.96	606.40	700.00	(93.60)	(13.37)%
Fax Fees	0.00	3.00	0.00	3.00	0.00%
SPOT revenue/internet fees'	0.00	0.00	200.00	(200.00)	(100.00)%
Printing Fees	403.20	1,022.00	1,500.00	(478.00)	(31.87)%
Book & Video Sales	418.80	1,314.80	3,600.00	(2,285.20)	(63.48)%
Adult Replacement Fees	25.82	168.32	100.00	68.32	68.32%
CYS Replacement Fees	15.00	35.00	100.00	(65.00)	(65.00)%
ILL Fees	30.00	35.00	50.00	(15.00)	(30.00)%
Lost Book Credit	5.00	5.00	100.00	(95.00)	(95.00)%
The SPOT revenue	0.00	16.00	0.00	16.00	0.00%
Meeting Room Charges	0.00	0.00	200.00	(200.00)	(100.00)%
Total Fees for Services	<u>1,015.78</u>	<u>3,205.52</u>	<u>6,550.00</u>	<u>(3,344.48)</u>	<u>(51.06)%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	31.50	110.00	200.00	(90.00)	(45.00)%
Donations	12.50	21.35	0.00	21.35	0.00%
Total Miscellaneous Revenue	<u>44.00</u>	<u>131.35</u>	<u>200.00</u>	<u>(68.65)</u>	<u>(34.33)%</u>
Total Revenues	<u>543,922.39</u>	<u>755,163.18</u>	<u>1,537,736.00</u>	<u>(782,572.82)</u>	<u>(50.89)%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 3/1/2025 Through 3/31/2025

	Current Period Actual	Current Year Actual- 3 mos.ending 3/31/2025	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	61,014.95	211,198.39	815,000.00	603,801.61	74.09%
Health & Life Insurance	5,998.11	17,618.52	64,000.00	46,381.48	72.47%
Employer's Portion - IMRF	3,687.97	12,702.39	45,000.00	32,297.61	71.77%
Employer's Portion - FICA	4,447.45	15,393.26	60,000.00	44,606.74	74.34%
Unemployment Comp Expense	<u>106.72</u>	<u>480.49</u>	<u>1,500.00</u>	<u>1,019.51</u>	<u>67.97%</u>
Total Personnel Services	<u>75,255.20</u>	<u>257,393.05</u>	<u>985,500.00</u>	<u>728,106.95</u>	<u>73.88%</u>
Supplies					
Office Supplies	239.78	1,071.13	3,000.00	1,928.87	64.30%
Library Supplies	0.00	527.01	3,500.00	2,972.99	84.94%
Building Maintenance Supplies	1,036.72	3,454.26	10,000.00	6,545.74	65.46%
Ink Cartridges	<u>180.11</u>	<u>561.55</u>	<u>2,000.00</u>	<u>1,438.45</u>	<u>71.92%</u>
Total Supplies	<u>1,456.61</u>	<u>5,613.95</u>	<u>18,500.00</u>	<u>12,886.05</u>	<u>69.65%</u>
Contractual Services					
Janitorial	2,000.00	6,000.00	30,000.00	24,000.00	80.00%
Water	0.00	405.72	4,000.00	3,594.28	89.86%
Gas	1,913.74	6,936.59	17,000.00	10,063.41	59.20%
Building Maintenance	1,230.00	5,527.75	30,000.00	24,472.25	81.57%
Small Equipment Maintenance	0.00	250.00	1,000.00	750.00	75.00%
Equipment Maintenance	1,681.62	3,689.62	12,000.00	8,310.38	69.25%
Furnishings & Equipment	0.00	0.00	8,000.00	8,000.00	100.00%
Copier Rental & Maintenance	<u>789.70</u>	<u>2,369.10</u>	<u>11,000.00</u>	<u>8,630.90</u>	<u>78.46%</u>
Total Contractual Services	<u>7,615.06</u>	<u>25,178.78</u>	<u>113,000.00</u>	<u>87,821.22</u>	<u>77.72%</u>
Electronic Resources					
On-line Data Bases	1,000.34	3,565.47	30,000.00	26,434.53	88.12%
SWAN Computer	0.00	5,838.00	30,000.00	24,162.00	80.54%
Internet Expense	238.79	716.37	3,100.00	2,383.63	76.89%
Patron Subscription services	<u>52.98</u>	<u>158.94</u>	<u>4,500.00</u>	<u>4,341.06</u>	<u>96.47%</u>
Total Electronic Resources	<u>1,292.11</u>	<u>10,278.78</u>	<u>67,600.00</u>	<u>57,321.22</u>	<u>84.79%</u>
Information Services					
Books	1,701.28	5,617.40	20,500.00	14,882.60	72.60%
Standing Order Books	278.08	1,290.62	4,000.00	2,709.38	67.73%
Periodicals	1,415.95	1,934.95	7,000.00	5,065.05	72.36%
Videos	134.74	776.81	4,000.00	3,223.19	80.58%
Audio Books	0.00	0.00	500.00	500.00	100.00%
Library of Things expenses	18.99	189.99	500.00	310.01	62.00%
The SPOT expenses	<u>14.98</u>	<u>24.93</u>	<u>500.00</u>	<u>475.07</u>	<u>95.01%</u>
Total Information Services	<u>3,564.02</u>	<u>9,834.70</u>	<u>37,000.00</u>	<u>27,165.30</u>	<u>73.42%</u>
Children/Youth Services					
CYS Juvenile Books	618.44	1,360.18	5,000.00	3,639.82	72.80%
CYS Periodicals	0.00	0.00	250.00	250.00	100.00%
CYS Reference Books	0.00	0.00	500.00	500.00	100.00%
CYS Video Games	0.00	0.00	300.00	300.00	100.00%
CYS Young Adult	81.07	181.89	2,000.00	1,818.11	90.91%
CYS Easy Books	218.26	851.75	3,000.00	2,148.25	71.61%
CYS Audio Books	0.00	0.00	200.00	200.00	100.00%
CYS Compact Discs	0.00	0.00	100.00	100.00	100.00%
CYS DVD	0.00	0.00	700.00	700.00	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	0.00	400.00	400.00	100.00%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 3/1/2025 Through 3/31/2025

	Current Period Actual	Current Year Actual- 3 mos.ending 3/31/2025	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Total Children/Youth Services	917.77	2,393.82	12,650.00	10,256.18	81.08%
Marketing/Public Relations					
CYS Programming	37.28	383.97	1,500.00	1,116.03	74.40%
Adult Programming	977.92	2,615.85	6,000.00	3,384.15	56.40%
Library Programs	0.00	485.00	1,000.00	515.00	51.50%
Advertising Expenses	938.09	1,087.64	1,000.00	(87.64)	(8.76)%
Newsletter Expense	3,126.56	6,253.12	16,000.00	9,746.88	60.92%
Total Marketing/Public Relations	5,079.85	10,825.58	25,500.00	14,674.42	57.55%
Administration					
Shipping Charges	33.26	149.97	600.00	450.03	75.00%
Legal Services	612.50	1,599.50	5,000.00	3,400.50	68.01%
Credit Bureau	59.10	108.35	600.00	491.65	81.94%
Telephone	480.62	1,721.92	7,000.00	5,278.08	75.40%
Postage	80.96	180.60	700.00	519.40	74.20%
Treasurer's Bond	0.00	0.00	500.00	500.00	100.00%
Liability Insurance	0.00	24,282.03	29,000.00	4,717.97	16.27%
Audit Fees	0.00	0.00	4,200.00	4,200.00	100.00%
Travel	76.95	76.95	200.00	123.05	61.52%
Seminars,Conferences,Meetings	0.00	0.00	500.00	500.00	100.00%
Membership Dues	0.00	375.00	750.00	375.00	50.00%
Accounting Expenses	183.24	645.86	3,000.00	2,354.14	78.47%
Staff Development	0.00	630.77	4,000.00	3,369.23	84.23%
Bond repayment	0.00	0.00	119,900.00	119,900.00	100.00%
Credit Card/Bank Fees	79.35	732.90	900.00	167.10	18.57%
Miscellaneous Expense	324.38	485.20	8,000.00	7,514.80	93.94%
Board Expense	0.00	0.00	1,250.00	1,250.00	100.00%
Capital Expense	0.00	0.00	10,000.00	10,000.00	100.00%
Total Administration	1,930.36	30,989.05	196,100.00	165,110.95	84.20%
Technology					
Technology Supplies	88.45	210.05	1,000.00	789.95	79.00%
Computer Consultant	0.00	0.00	2,000.00	2,000.00	100.00%
Network Maintenance	0.00	0.00	2,000.00	2,000.00	100.00%
Computer Hardware & Equipment	450.00	450.00	6,000.00	5,550.00	92.50%
E-Library Subscription Svs	4,951.90	5,888.88	9,500.00	3,611.12	38.01%
Computer Software	0.00	0.00	2,000.00	2,000.00	100.00%
Total Technology	5,490.35	6,548.93	22,500.00	15,951.07	70.89%
Total Operating Expense	101,309.22	348,777.86	1,410,750.00	1,061,972.14	75.28%
Miscellaneous Expenses					
Lost ILL Expense	22.99	(177.30)	0.00	177.30	0.00%
Transfer to Other Funds	0.00	25,000.00	0.00	(25,000.00)	0.00%
Total Miscellaneous Expenses	22.99	24,822.70	0.00	(24,822.70)	0.00%
Total Budgeted Expenses	102,624.32	383,879.34	1,478,350.00	1,094,470.66	74.03%

March was Spring Break for District 96 students. Although the Library was quieter than usual, we offered a variety of programs for kids that were in town over the break.

Highlights

Storytimes and Programs for Young Children—Anne, Bridget, and Mandi planned and presented Mini Storytimes this month. The groups have been smaller since we started our new back to back format and that has worked well for a more personal storytime experience.

Janie Click of the Treehouse did a Music Together demo class during our storytimes. Our patrons really loved the music and movement in her class.

Bridget got more little ones and their caregivers for Tummy Time this month. We have expanded the age to 24 months and under and are hopeful that this program continues to grow as the weather improves.

After School Programs— Middle schoolers painted mushrooms and made woodland terrariums in Francesca’s after school programs. She also presented a program for grade schoolers where the kids made fun paper plate representations of outer space.

Clay Day Afternoons was fun for the preschool crowd.

Preschool/Kindergarten Storytime is still a work in progress. Next month, we will be running this program weekly instead of every other week, and I hope the consistency helps up draw a bigger group.

School’s Out Programs— Over Spring Break we had a Monday Movie double feature. We showed *Wonka* and *Matilda the Musical*. Nikki planned an origami all day drop-in program with instructions and paper available for multiple origami projects. Nikki also planned and presented a program for 4th and 5th graders where they made cute notebooks out of paint chips, and she ran a program for 1st through 3rd graders where they made art using ink pads and their fingers.

School Outreach—Anne visited the D96 Early Learners classes and Bridget visited the LADSE Communication Development class. Francesca visited RPC preschool. Bridget, Mandi and I visited Building Blocks preschool.

CHILDREN & YOUTH SERVICES STATISTICS – March 2025	
Reference questions asked	<u>173</u>
Informational questions asked	<u>214</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
3/1/2025	Drop In Craft					5
3/3/2025	9:30 am Mini Storytime	7			7	
3/3/2025	10 am Mini Storytime	4			4	
3/3/2025	D96 Early Learners Storytime 1	7			5	
3/3/2025	D96 Early Learners Storytime 2	23			7	
3/3/2025	D96 Early Learners Storytime 3	6			4	
3/3/2025	D96 Early Learners Storytime 4	28			6	
4-Mar	Preschool/Kindergarten Storytime	4				
3/4/2025	Storytime at RPC 1	9			3	

CHILDREN & YOUTH SERVICES – March 2025 – Nora Durbin

3/4/2025	Storytime at RPC 2	10			3	
3/4/2025	Storytime at RPC 3	10			3	
3/5/2025	Storytime at Building Blocks	8			1	
3/5/2025	RB Transitions Book Club			10	3	
3/5/2025	DIY Wooden Mushrooms			5		
3/6/2025	Storytime at Building Blocks	7			1	
3/6/2025	Pokemon Meet Up		6			
3/6/2025	Little Hands Playtime	5			4	
3/7/2025	Yoga Storytime	9			8	
3/8/2025	Legopalooza		3		2	
3/10/2025	9:30 am Mini Storytime	6			6	
3/10/2025	10 am Mini Storytime	3			3	
3/11/2025	Tummy Time	3			3	
3/11/2025	Storytime at Building Blocks	6			2	
3/11/2025	Clay Day Afternoon	5			5	
3/12/2025	RB Transitions Book Club			10	3	
3/13/2025	Little Hands Playtime	2			2	
3/13/2025	Paper Plate Outerspace		6		1	
3/14/2025	9:30 am Mini Storytime	3			3	
3/14/2025	10 am Mini Storytime	9			7	
3/15/2025	Family Playtime	2	2		2	
3/17/2025	Music Together Demo Class	15			9	
3/17/2025	10 am Mini Storytime	13			14	
3/18/2025	Tummy Time	4			4	
3/18/2025	Preschool/Kindergarten Storytime	2			1	
3/19/2025	Clay Day Morning	3			2	
3/19/2025	RB Transitions Book Club			10	3	
3/20/2025	Little Hands Playtime	2			2	
3/21/2025	Woodland Terrariums			1		
3/24/2025	Movie Monday: Wonka					3
3/24/2025	Movie Monday: Matilda the Musical					1
3/25/2025	Origami Drop-In					16
3/26/2025	Paint Chip Notepads		3		1	
3/28/2025	Finger Print Art		4			
3/31/2025	9:30 am Mini Storytime	5			5	
3/31/2025	10 am Mini Storytime	7			6	
3/31/2025	Hollywood CD LADSE Class		6		3	
3/1-3/31	Blue Board Question					200
Phone Charger Checkout		2				
Board Game Usage		60				
Nintendo Switch Usage		22				
Study Room Usage		29				

CHILDREN & YOUTH SERVICES – March 2025 – Nora Durbin

After School (20 days)	530	
Interactions with non-English speakers	2	

Patron and Computer Services

March 2025

Sharon Shroyer

Patron Services

The RBTW event was great fun. I do love to sell raffle tickets, especially when we are raising funds to renovate the patron services area. Library special events like RBTW, the Holiday Stroll, and others that we may have throughout the year, are always fun to staff. I am looking forward to the open House on April 6.

Janice, Diane and I met in March to look over the circulation policy. We have made some changes to simplify and clarify some things. We will have that available for the board in May.

Dana Ginsberg has been doing an inventory of adult non-fiction since we have just finished weeding that area. Since she has been diligent about weeding, we are not finding nearly as many problems as before. There are still things that need to be addressed but the process is much faster than it used to be.

The budget increase to Hoopla was made in March and it does seem to have helped a bit. We were not hitting our ceiling as early in the day and had fewer patrons blocked, although late in the month that did change. The limit change occurred April 1, and we received a few suggestions from the Hoopla representative I spoke to on tweaking a few things that might help.

A patron donated two drill sets to our Library of Things. They should be available very soon.

Computer Services

The new printer for the PS desk arrived and was installed. This one is cheaper, smaller, and lighter, by over thirty pounds, than the old printer. A big thank you to our CDWG rep who found just what we needed.

Our first new PS desk PC was installed at the low desk in March, after having some software issues. We moved a few things around to get a bit more room at that desk in addition to installing the new receipt printer. When rolling out the new receipt printer, we are changing how we print out receipts. We now ask if a patron wants a receipt when they check out. Since many do not, we will save money on paper going forward.

Although the laptop running our time clock server was updated last year, the time clock software seemed to be having issues, not logging staff in and just spinning. I took a newer retired staff laptop that I had on hand and switched it over to be the new time clock server. Everything seems to be working well now.

I am going through some of the older laptops that have been retired and setting aside what needs to be recycled and updating what we want to keep on hand for any emergency use like time clock servers crashing.

Jordan mentioned that he was having connection issues with the internet in the Spot area. I had Bill Borst look at it when he was installing our new wireless controller to the server rack unit downstairs. We have two new wireless access points that will be installed soon. Bill and I decided to have the access point in the Spot be one of those replaced. That work, in addition to bringing up the new network controller, needs to be done when the entire network is down. Currently, we are looking at a Saturday when we close at 3pm, to schedule the work.

March 2025 Information Services Update

Diane Silva

Self-Guided Tour

In preparation for the April 6th Open House, we discussed the idea of a self-guided tour for the event. We get so many questions at the IS desk about the building, it seemed like a unique way to celebrate and highlight the Library as a historic space.

This month, I put the final touches on the text for the tour. This project pulled in Lisa, who used her docent experience as she both edited and made sure the stops and directions were logical, and Janice, who had fun verifying dates for all sorts of events and projects. Henry created a new section of the website that people can access not just at the Open House, but going forward. We will also have print copies available for those who prefer not to read on a device.

The tour consists of 2 exterior, 6 main level, and 3 lower level stops encompassing the Library's history, architecture, and art. It includes loads of details pulled from various sources.

I'm hoping people find it as fun to follow as I found it to write.

Collection Management

After spending months weeding non-fiction, Henry finished the project by shifting everything and creating new signage. The sections are less jammed and the reduction of books that don't get checked out make it easier for patrons looking for books. He also freed up a full bank of shelves. I followed up with a much-needed weed of the Biography section. In April, I'll be shifting biographies so we can use the new found space for Fiction.

Spring Newsletter and 2024 Infographic

Brent and I got the newsletter to print early this month. The process was definitely easier after the rollout of the Style Guide earlier this year. Our April/May version always includes our annual infographic. I thought the most amazing statistic was the 290 uses of the study room, particularly considering that it was a slow start as people found out about it. The frequent use really highlights the diverse needs of our community.

Programming

The SPOT Appointment/3D print – 5	The Spot – Glowforge Jewelry - 8
The SPOT Pi Day Drop In - 31	Katharine Graham – 8
Drop in Tech Help (1 sessions) – 2	Library Tour - 2
Book Discussion – 7	Monarch Butterflies - 16
ILP –Coralie Adams – 4	Senior Housing - 5
ILP – 9to5 Documentary – 7	Night Sky – 20
Seed Swap w/RCG – 13	AARP Tax (4 sessions) - 71
Seed Starting w/RCG - 6	Asahi (2 sessions) – 13
The Spot – Sewing 101 – 5	CRAFT: Dragonflies - 6

Meditation (1 session) – 5
FamilySearch Genealogy– 17
Wordsmith’s Society – 6
Virtual Yoga (4 sessions) - 4
Knitting Club (2 sessions) – 9

Proctor - 1
Passive
Spice Kits – 60
Seed Packets Take/Leave – 33
Board Game Borrowing - 0

Patron Interactions – We had 889 patron interactions this month.

Riverside Public Library
Miscellaneous Statistics - March 2025

	Mar-25	Mar-24	YTD 2025	YTD 2024
Reference Statistics				
Questions Asked - Adult	889	807	2399	2321
Questions Asked - Youth Services	387	425	1233	1209

Internet Usage - Adult	323	281	834	811
- CYS	233	200	625	506
Total Usage	556	481	1459	1317

Holdings				
Adult Titles Added	239	143	603	378
CYS Titles Added	172	99	286	268
Total Titles Added	411	242	889	646
Adult Titles Withdrawn	236	283	462	511
CYS Titles Withdrawn	85	42	243	43
Total Titles Withdrawn	321	325	705	554

Total Holdings			63746	63255
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Library Programs - Active				
Children 0-5	31	22	105	69
Children 6-11	6	4	24	13
YA 12-18	2	3	6	7
Adults 19+	4	40	49	92
General Interest (Mixed)	6	5	15	17
Totals	49	74	199	198

Library Programs - Active Attendance				
Children 0-5	227	235	774	475
Children 6-11	30	37	154	116
YA 12-18	6	12	55	37
Adults 19+	227	504	930	1228
General Interest (Mixed)	231	318	1219	965
Totals	721	1106	3132	2821

Library Programs - Passive				
Children 0-5	4	4	1519	10
Children 6-11	2	1	7	2
YA 12-18	0	0	0	0
Adults 19+	2	2	6	8
General Interest (Mixed)	4	4	11	13
Totals	12	11	1543	33

Library Programs - Passive Attendance				
Children 0-5	23	83	175	154
Children 6-11	11	2	51	13
YA 12-18	0	0	0	0
Adults 19+	86	86	214	224
General Interest (Mixed)	227	297	1087	898
Totals	347	468	1527	1289

Community Programs Attendance	8	12	23	41
	131	101	299	386

	Mar-25	Mar-24	YTD 2025	YTD 2024
Study Room Use	29	NA	71	NA
New Library Cards Issued	45	39	146	144
Library Attendance	9251	7760	23512	22206
Notary Service	13	16	60	42
Checkouts	5320	4937	15128	14860
Renewals	3381	3544	9418	10178
Checkins	6583	5621	17788	16779
Total Circulation	15284	14102	42334	41817
Interlibrary Loans				
Loaned	1001	1028	3141	3021
Borrowed	1177	1119	3660	3598
Reciprocal Borrowing				
Loaned to Other Library Patrons	615	481	1676	1659
RPL Patrons Borrowing Elsewhere	1224	1222	3778	4175
Digital Resources				
Hoopla	451	394	1173	1170
Boundless (Axis360)	119	114	380	340
Libby (Digital Library of Illinois)	1476	1640	5716	4706
Web Site Total Hits	4511	4709	13442	10073
Wireless Statistics	911	872	2605	6791
Online Databases				
Ancestry.com				
Searches	267	318	1416	1037
Returns	1038	416	2915	1864
Encyclopaedia Britannica				
Sessions	14	23	26	122
Newsbank				
Searches	11	12	89	92
Consumers Reports				
Sessions	0	12	18	25
Searches	0	166	208	345
Additional Statistics				
Newspaper Archives				
Searches	30	17	81	67
Museum Passes				
Issued	13	15	30	25
Library of Things				
Equipment	53	53	173	125
Kits	14	9	44	36
Spot Collection Use	5	13	23	37

Library Director's Report
March 2025
Janice Foley

Administration

With Reading Between the Wines behind us, planning for the 95th Anniversary Open House preparation took center stage. The committee has come up with a lot of great ideas to help us celebrate: Anniversary Button Club, a new Dewey representation, self-guided building tour and, of course, the open house on April 6. On that day, musical entertainment will be provided by Robert Holdsworth (a Farmers' Market favorite) and we will have sweet treats for patrons to enjoy. I sent letters to former Library Trustees and local politicians inviting them to share this special occasion with us.

Diane, Sharon and I met to work on revising the Patron Services Policy which will now be called the Circulation Policy since that is the focus of the policy. A copy of the policy will be included in the May Board packet.

The Employee Handbook is in its final stage of revision before we send to Michael Marrs. Michael did approve that we can have the two Masonry project costs separated since they involved two distinct areas. The permit was paid for and received. Holton Brothers have us in their scheduling queue.

Diane, Jordan, Nora and I met to discuss SPOT envisioning. The focus of SPOT will be enlarged to cover all creative endeavors offered by the Library. Jordan and Nikki are working on providing us a vision for this change.

Studio GC submitted a preliminary cost document for the Patron Services remodel. We will be scheduling a meeting to discuss the plan and their suggestions for furniture and shelving. After this meeting, I will share the documentation they provide with the Board.

Outreach

My craft of Clothespin Dragonflies was held on March 21. Seven were in attendance and I have to admit all of their dragonflies looked better than mine. My next craft month is December and I am already planning for that.

The Friends meet via Zoom on March 20. Their membership drive is going well. They have committed to donating an additional \$15,000 towards the Patron Services/staff spaces renovation and will present a check at the Anniversary open house. They asked for me to do a big check for publicity purposes. I have prepared one, which shows the total \$40,000 donation they have given us this past year.

All in the Family Genealogy Club met on March 25. Laura Street Chapman was our featured speaker. She went through an intense instruction of how to use Family Search. We had 17 in attendance and everyone felt the program was great. We have been getting more patrons using the volunteer expertise on Thursdays and Saturdays. It is great to see the area thriving.

Building and Grounds

Several areas on the lower level were in need of painting due to stains and wear and tear. Clay Kiehn, who has done painting for us before, painted the elevator hallway, the wall outside the Community Room, the Study Room and a wall in the Program Room. Rather than keep it the same off white, we chose a gray tone and it really made the areas pop! In addition, he built and installed a chair rail in the Study Room because patrons were damaging the walls with the chairs. We were able to use Bond Money for this project as well as replacing the faucet hardware in the Staff Room. It now has a spray nozzle.

Routine elevator inspection took place. Lofton Landscaping will begin their monthly lawn care service as well as laying new mulch in the needed areas.



Bylaws of the Board of Trustees of the Riverside Public Library

Article I. Name

This organization shall be called the "Board of Trustees of the Riverside Public Library."

Article II. Board Membership, Election Terms, Vacancies

Section 1. Membership

The Board of Trustees of the Riverside Public Library shall consist of seven members.

Section 2. Election of Board

Board members shall be elected by the eligible voters of the Village of Riverside.

Section 3. Requirements

Requirements for candidates for Library trustee shall be: residency in Riverside, U.S. citizenship, 18 years of age or older, no felony convictions.

Section 4. Terms of Office - Board

Board members shall serve a term of four years.

Section 5. Vacancies - Board

Illinois Statutes outline in Section 75 ILCS 5/4-4 on Vacancies shall serve as a guide to the legal rights and obligations of the Board of Trustees and the Library.

Section 6. Compensation

Trustees shall serve without compensation. Reimbursement for actual and necessary expenditures incurred in the performance of duties shall be subject to Board approval.

Section 7. Conflicts of Interest

No trustee shall engage in any business or transaction, or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of his or her official duties in the public interest or that may tend to impair his or her independence of judgement or action in the performance of such official duties. Members of the Board of Trustees may not be employed by the Library, and members of the immediate families of Trustees are not eligible to become permanent, paid employees of the Library. Immediate family is defined as a parent, sibling, child by blood, adoptions or marriage, spouse, grandparent or grandchild.

Section 8. Legal Requirements.

Illinois Revised Statutes, Chapter 81 (Illinois Library Laws) shall serve as a guide to the legal rights and obligations of the Board of Trustees and the Library.

Article III. Officers, Terms of Office, Duties, Vacancies, Elections

Section 1. Officers

The officers of the Board shall be a President, Vice President, Secretary, and Treasurer elected from among the Board members.

The duties of the officers shall be as follows:

President: To preside at meetings of the Board, appoint all committees and perform other duties normally associated with the office or assigned to the office by the Board.

Vice President: To perform all duties of the President in his or her absence.

Secretary: To be responsible for accurate Minutes of the proceedings of the Board and assure that they are maintained as a public record.

Treasurer: To serve as the disbursing officer of the Board, serve as Chair of the Finance Committee and perform other duties normally associated with this office. To be bonded in an amount as may be required by law and at the Library's expense. In the absence or disability of the treasurer, his or her duties shall be performed by the Board President. The treasurer shall disburse funds only upon authority of the Board.

Assistants: One or more members of the Board may be elected to serve as Assistant Secretaries or Assistant Treasurers and shall perform the duties of Secretary or Treasurer in his or her absence.

Section 2. Nomination of Officers

Members of the Board shall be asked to serve as officers. Nominations for officers shall be from the floor at the Board meeting at which the election of officers shall occur. Voting will be by voice vote.

Section 3. Elections of Officers, Terms

Officers shall be elected at the Annual Meeting of the Board by a majority vote of the trustees present. Each term of office shall be for one year or until a successor has been elected by the Board.

Section 4. Disbursing Duties

Two signatures, consisting of any combination of signatory Trustees, the Library Director, and/or Bookkeeper, shall be required on all checks.

Article IV. Committees

Section 1. Regular and Special Committees

Committees shall be appointed by the Board President for specific purposes as the business of the Board may require. Terms of service on committees shall be until the meeting following the Annual Meeting in which appointments are made or until the committee is disbanded. All committee meetings shall abide by the regulations of the Open Meetings Act.

Section 2. Executive Committee

The Executive Committee shall consist of the four Board officers and may be empowered by the Board, from time to time, to act on behalf of the Board.

Article V. Meetings

Section 1. Regular Meetings

The Board shall meet on a regular basis but not less than ten times per year. The time, day, date and place of all regular meetings shall be established at the December Meeting of the Board. A list of meetings shall be posted in the Library, Town Hall and supplied to any medium that has filed an annual request for such notices.

Section 2. Special Meetings

Special meetings shall be called by the President or the Vice President or by a quorum of the Trustees of the Board. All special meetings shall comply with the Open Meetings Act (5ILCS 120/).

Section 3. Annual Meeting

The May meeting of the Board shall be designated the Annual Meeting and the election of officers shall occur.

Section 4. Open Meetings Act

All Board meetings shall comply with the Open Meetings Act. (5 ILCS 120/)

Section 5. Quorum

A quorum shall consist of a simple majority of the Board. A simple majority of those present shall determine the vote taken on any question unless a larger majority is specified by law.

Section 6. Voting

Votes on any question shall be by ayes and nays. Any financial related votes will be done by roll call. The number of aye and nay votes and the number of absences and abstentions shall be recorded by the Secretary. The President may vote upon and may move or second a proposal.

Section 7. Rules

The conduct of the meetings shall be guided by the latest edition of Robert's Rules of Order to the extent practicable. However, nothing herein shall be construed as limiting or prohibiting the President from casting a vote on all matters before the Board, even if the President's vote does not break or create a tie.

Article VI. Library Director

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Library Director shall administer the policies adopted by the Board.

VII. Amendments

These Bylaws may be amended by a majority vote of the members of the Board; notice of the wording of the proposed change having been given at the preceding regular meeting. In case of inability to be present, trustees may vote on bylaws changes by written communication.

Approved by the Board of Trustees April 18, 1989

Amended by the Board of Trustees May 9, 1989

Amended by the Board of Trustees June 9, 1992

Amended by the Board of Trustees April 12, 2002

Reviewed and Amended by the Board of Trustees August 10, 2010

Reviewed and Amended by the Board of Trustees May 9, 2017

Reviewed and Amended by the Board of Trustees December 8, 2020

Reviewed and Amended by the Board of Trustees April 8, 2025



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 4/03/2025
Re: Exterior Sign proof

Attached please find the proof submitted by the sign maker. If this meets your approval, it will be ordered and installed. The money has already been donated by the FOL.

Mail - janicefoley x attachments.office x Riverside mock up x Download history x Riverside Farmers x +

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DELL



Outlook

Your Input Needed: Riverside's Draft Climate Action & Resilience Plan

From Ashley Monroe <amonroe@riverside.il.us>

Date Wed 3/26/2025 12:03 PM

To Ryan-toyem@district96.org <Ryan-toyem@district96.org>; skinkisk@rbhs208.net <skinkisk@rbhs208.net>; fittonj@district96.org <fittonj@district96.org>; supervisor@riversidetownship.org <supervisor@riversidetownship.org>; janicefoley.riversidelibrary.org <janicefoley@riversidelibrary.org>; jennifer.baader@czs.org <Jennifer.Baader@czs.org>

Cc Jessica Frances <jfrances@riverside.il.us>

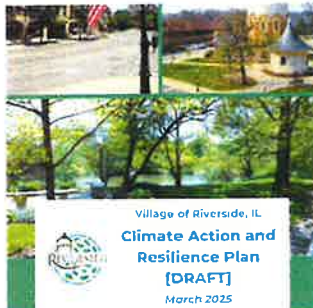
Hello Key Stakeholders,

The Village of Riverside is excited to share the Draft Climate Action & Resilience Plan, presented to the [Village Board on March 20, 2025](#). This plan reflects extensive community input and strategic efforts to build a more sustainable and resilient future for Riverside and likely our local region as well.

As a key stakeholder, your feedback is important in shaping the final version. Organizational feedback (if any) about this plan would be very helpful.

You do not need to formalize a response or approval through your respective Board although you are welcome to share this invitation as you feel is necessary. Each action identified in the final plan will be individually considered over time and may require partnerships with organizations like yours, as well as support and action from community members, businesses, and local groups. The Village and your organization can specify details and make arrangements for any potential project, program or initiative, in the future. We tried, throughout plan development, to be sensitive to financial or policy commitments, ensuring the plan gives guidance on best practices but also allows flexibility at the point where an action may be considered. Your insights will help ensure the community plan is both ambitious and achievable.

We invite you or your representative(s) to review the draft plan (linked below) and share your insights through a short feedback form, designed to accommodate both brief comments and more detailed responses. The Village will be sharing this opportunity for the general public via our own channels. As an FYI, I will be sending one additional email to this group late this week or early next week, with a request to share a Village survey about energy usage.



[Review the Draft Plan](#)

[Submit Feedback](#)

Deadline for feedback: Friday, April 4

If you have any questions or would like to discuss how this plan intersects with your work, please don't hesitate to reach out.

Thank you for your time and support in shaping Riverside's eco-friendly future!



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Outlook

IMLS Funding Cuts

From Giannoulas, Alexi <AGiannoulas@ILSOS.GOV>
Date Thu 3/27/2025 1:39 PM
To janicefoley riversidelibrary.org <janicefoley@riversidelibrary.org>

Dear Library Colleagues:

On March 14, President Trump issued an executive order mandating the elimination of seven agencies, including one that funds libraries around the country – the Institute of Museum and Library Services (IMLS).

The executive order, which we believe violates the law, will have detrimental consequences for libraries and the services they offer to Illinoisans across the state. IMLS provides vital grants, resources and initiatives that help our libraries better serve young people, families and communities.

Scores of organizations, including the American Library Association (ALA), the Illinois Library Association (ILA) and other state and local libraries nationwide have spoken out against the executive order, which jeopardizes free educational, reading and literacy programs, internet for those without home access, homework and tutoring assistance and other resources for children, students and adults.

In 2024, the total amount awarded by IMLS to museums, libraries, and archives was \$266.7 million — or just 0.003 percent of the federal budget, and 75 cents per capita.

This executive order runs counter to our values as a society and democracy and will come at a high cost to Illinois families living in underserved and rural areas who don't have access to books and rely on interlibrary sharing agreements as a lifeline for learning.

Impact on Illinois:

Of the \$180 million that the IMLS's Grants to States Program provides to state libraries, the Illinois State Library received \$5.7 million in the fiscal year 2025 – the sixth highest amount of any state. These funds help sustain the operations of all public, school, academic and special libraries and provide essential program funding in targeted areas, particularly underserved areas of the state.

Allocation of Funding:

Statewide Services:

\$2.5 million is allocated to the Illinois Heartland and Reaching Across Illinois Library Systems (RAILS) under the System Area & Per Capita Grant Program. This funding is specifically targeted to facilitate the delivery of books and library materials to support interlibrary loan services. Last fiscal year, 11 million items were transferred among more than 1,700 public, school, academic, and special libraries in Illinois, which has one of the largest interlibrary sharing programs in the nation. This program is critical to supporting libraries that are dependent on borrowing materials from districts with larger collections and more financial resources.

\$1.8 million for a subscription to OCLC's WorldCat Discovery/FirstSearch services. More than 1,000 libraries in Illinois use OCLC services to support their cataloging, inter-library loan program, and information needs. During fiscal year 2024, Illinois libraries conducted nearly 1 million citation searches to serve their library patrons and support their library operations.

\$166,000 is used by the Illinois Heartland Library System to support the iLEAD online training and leadership portal for all public library trustees in the State.

\$100,000 for the "Illinois Libraries Present" initiative, which allows over 200 public libraries to afford high-quality online programming for their patrons that would be cost-prohibitive for single libraries to provide on their own.

Individual Library Grants:

\$526,000 for Project Next Generation, which educates at-risk students and bridges the digital divide, providing access to computers, software, and technologies.

\$420,000 awarded to the Illinois Department of Corrections (IDOC) for the purchase of library materials and services at 28 state corrections facilities in the state aimed at reducing recidivism.

Library Workforce Development:

\$111,000 to support continuing education and professional development through grants to the Illinois Library Association that provides library leadership training for public library directors.

State Library Operations & Programs:

\$80,000 for the State Library's print subscriptions to support reference services and facilitate interlibrary loan/article requests received from other libraries throughout the state.

Additional Impacts:

The IMLS budget also supports funding for the National Leadership Grants for Libraries and the Laura Bush 21st Century Librarian Program, named after the former First Lady. In its most recent allocations for these purposes, IMLS granted **\$2.4 million** to individual libraries, academic institutions, and library consortia in Illinois. These include:

- The American Library Association's collaboration with the Chicago Public Library, the Delaware Association, and the Charleston County Public Library to develop resources that will support literacy services in libraries.
- The University of Illinois Urbana-Champaign and the Public Library Association's effort to train libraries to better illustrate their impact and value through data-driven tools.

Call to Action:

Raise Awareness: Librarians and library administrators must make their governing bodies aware of this situation. Public library trustees, school board members, academic trustees, and even corporate officers of our special libraries must fully understand the potential impact on IMLS services to libraries, their patrons and their communities. Library leadership must work to ensure these essential services are sustained for the communities they serve.

Make Your Voices Heard: Congressional members must hear the many voices of the library community, including the influential voices in our libraries' governing bodies. Joining with the efforts of the American

Library Association and the Illinois Library Association, we urge everyone to reach out and urge lawmakers to restore this critical funding.

Congressional contact information can be found here – [Find Your Members in the U.S. Congress | Congress.gov | Library of Congress](#)

Closing:

Make no mistake, stripping these vital resources threatens the sustainability of libraries and amounts to a disinvestment in an educated and informed society.

As State Librarian, my administration is committed in doing everything possible to protect these essential agencies and prevent any efforts to dismantle and defund them.

The importance of our libraries, librarians and library workers extends far beyond the bookshelf. You play an indispensable role in the communities you serve, fostering lifelong learning and offering invaluable resources, despite these challenging times. You will always have my support.

If you have any questions, please email our State Library Director Greg McCormick at ISLServices@ilsos.gov.

Sincerely,

Alexi Giannoulis
Secretary of State & State Librarian

DEAR JANICE,

PLEASE LET ALL THE STAFF
KNOW HOW TOUCHED I WAS THAT
YOU RECOGNIZED BRIAN BY ADDING
A BOOK IN HIS NAME.

HE WILL BE MISSED BUT I
RECEIVE GREAT COMFORT IN KNOWING
HOW MANY LIVES HE TOUCHED.

THANK YOU

CITUDIA BRENNAN