

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, February 8, 2022 by video teleconference.

THE PUBLIC MAY ACCESS THE ZOOM CALL FROM THE LIBRARY'S WEBPAGE www.riversidelibrary.org.
The link to the meeting can be found under the EVENTS tab on the calendar.

- I. Call to Order 7:30 pm
- II. Roll Call
- III. Welcome Guests
- IV. Approve Minutes of January 11, 2022—*Action Item*
- V. Review of Current Bills—*Action Item*
- VI. Review of Financial Statements—*Action Item*
 - A. Lower Level Renovation Expenses
- VII. Committee Reports
 - A. Finance—Jen Pacourek
 - B. Building & Grounds—Ken Circo
 - C. Policy & Bylaws—Patrick White
 1. Collection Development Policy—*Action Item*
 - D. Technology—Michael Hagins
 - E. Communications—Courtney Greve Hack and Christine Long
 - F. Long Range Strategic Plan Committee—Jane Birmingham and Christine Long
- VIII. Staff Reports—January
 - A. Children & Youth Services Manager—Nora Durbin
 - B. Patron Services & Computer Services Manager—Sharon Shroyer
 - C. Information Services—Diane Silva
 - D. Monthly Statistics
- IX. Director's Report—Janice Foley
- X. Unfinished Business
- XI. New Business
 - A. 2022 Board Meeting Dates—*Action Item*
 - B. 2022 IPLAR Report—*Action Item*
 - C. Annual Report 2021
- XII. Announcements
- XIII. Correspondence & FYIs
- XIV. Executive Session

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



**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
January 11, 2022**

Held Tuesday, January 11, 2021 by video teleconference via Zoom called for 7:30 pm.

In Attendance: Ken Circo, President; Courtney Greve Hack, Vice President; Jen Pacourek, Treasurer; Jane Birmingham, Secretary; Michael Hagins; Christine Long; and Patrick White

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

Welcome Guests: Nora Durbin, CYS Manager

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

Review of Minutes

Jen Pacourek moved, and Christine Long seconded, that the Board approve the minutes of the December 14, 2021 regular meeting.

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Jen Pacourek moved, and Michael Hagins seconded, that the Board approve the payment of payroll checks for department numbers 001 through 004, and accounts payable check numbers 22631 through 22642, and 22652 through 22679, in the total amount of \$119,015.08, which includes payroll through December 31, 2021.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board approve the financial statements for December 31, 2021, subject to audit.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

The Library Director advised that the Library is getting close to the end of the Lower Level Renovation expenses as the last of the wall installations and the extra trees are being delivered.

Building and Grounds

Ken Circo reported that the Library Director has received the tile sample for the restroom renovation. The contractors have been out to measure and the tile is being ordered, so hopefully work can begin soon.

The Library Director reported that the fireplace starter has not been working. The technician quoted \$950 for a full fireplace replacement rather than just replacing the starter which would cost almost as much. The installation is scheduled for this week.

Ken Circo and the Library Director concurred that Bullseye has been doing a great job with snow removal and salting.

Policy and Bylaws—Collection Development Policy

The Board tabled the vote on the *Collection Development Policy* pending revisions. The amended policy will be added to the February agenda.

Policy and Bylaws—Reconsideration of Library Materials Policy/Appendix B

Jane Birmingham moved, and Jen Pacourek seconded, that the Board approve the Reconsideration of Library Materials Policy/Appendix B, with revisions.

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Technology

Michael Hagins stated that with the new year there is a new budget, and that otherwise there is nothing new to report.

Long Range Strategic Plan Committee

Christine Long stated that the Long Range Strategic Plan Committee will be meeting next month.

Staff Reports

The Board reviewed the staff reports. Ken Circo relayed his thanks for all the great CYS info including the Early Learning Kits. Diane Silva reported that the Riverside History Museum partnership with the Library is a big undertaking, but a great opportunity. Jane Birmingham loved the access to the searchable newspapers and suggested that Information Services reach out to D96 to make these resources known to the students.

Director's Report

The Board reviewed the Library Director's report. Jen Pacourek stated that she liked the native plant program idea and plant sale, and Ken Circo liked that the Library will be partnering with the Zoo this summer. The Library Director advised that the *Frederick Law Olmsted Landscapes for the Public Good* exhibit is now up in the Great Room through April 20, 2022.

The Library Director advised that the Library has postponed storytimes and in-house programming, and has canceled meeting room reservations at least through the month of January to decrease Covid risks at the Library. Courtney Greve Hack requested Board notification of sudden changes impacting the Library prior to public notification. The Board discussed the best way to receive such communications since there has been a need for management to make decisions between Board meetings, largely related to Covid. The Library Director resolved to provide notification if such communications cannot wait until the next scheduled Board meeting.

Unfinished Business

STEAM/STEM Resources

Nora Durbin, the CYS manager, presented her 3D printer research to the Board, which she conducted through RAILS and by reaching out to Library managers in the local area. Glen Ellyn Library, in particular, had a lot of information to share regarding their 3D printer program which they established and built over time. The Board had the opportunity to discuss logistics such as staffing, space, instruction and budgeting.

Patrick White thanked Nora Durbin for her hard work and reiterated after last month's discussion that the objective is exploratory in order to plan for next year, and should be tied in with Long Range Strategic Planning to find out what Riverside wants. Courtney Greve Hack suggested a phased approach: what we can do now, what we can build towards for the next budget year (perhaps technology that doesn't require staffing or programming), and what we can do two years out, etc. She suggested setting goals that we can reach over time, and agreed that it should be tied in with Long Range Strategic Planning. Christine Long and Ken Circo agreed with the phased approach and with testing the waters in the community.

The Library Director pointed out that the Library has been increasing STEM/STEAM resources and has made progress despite the impact that COVID restrictions have had on programming and demonstrations of the new technology. Ken Circo addressed how great the offerings are that the Library *does* have, including items like the Home Energy Kit, and emphasized getting the word out to the community. The Library Director outlined the New Year, New Service promotions that will post every Saturday through February, and announced plans for a technology fair after hours in March. Jen Pacourek commented that she appreciates all the input and positive energy with the STEM/STEAM planning.

New Business

Paid Sick Leave Due to COVID-19 Policy

Jen Pacourek moved, and Jane Birmingham seconded, that the Board approve the Paid Sick Leave Due to COVID-19 Policy as written, while giving the Library Director the flexibility to reevaluate, as necessary.

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

Nays: White

Abstained: None

The motion passed.

Patrick White introduced a discussion regarding the threshold for COVID infection rates upon which the Library would close or impose restrictions. After some debate, the Board agreed that because the situation is fluid, specific thresholds cannot be determined in advance. The Library Director stated that in the event of serious concerns she would contact the Board for emergency approval of proposed measures.

Correspondence

The Library Director informed the Board that the amount of the distribution from the Lorraine F. Kurtz Trust to the Library is \$3,277.17.

Adjournment

Upon motion by Courtney Greve Hack, seconded by Jen Pacourek, and passed unanimously, the meeting was adjourned at 9:23 pm.

President

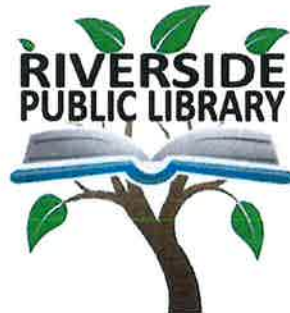
Secretary

Riverside Public Library

CASH DISBURSEMENTS

JANUARY - 2022

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR JANUARY 2022 ACCOUNTS PAYABLE,
AND JANUARY 2022 PAYROLL = \$140,922.83**

Including voided check #22723

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 1/1/2022 Through 2/8/2022

Check Number	Check Date	Payee	Check Amount	Transaction Description
22680	1/6/2022	Bob the Gutterman, LLC	425.00	Clean gutters and downspouts
22681	1/6/2022	Bullseye Cleaning Service, Inc.	402.00	Snow removal
22682	1/6/2022	Coverall North America, Inc	1,948.00	Cleaning services
22683	1/6/2022	Arthur J. Gallagher RMS , Inc.	1,549.00	Renewal
22684	1/6/2022	Jo-Ann Stores, LLC	500.00	Creativebug subscription
22685	1/6/2022	Libraries of Illinois Risk Agency	17,058.00	Property/casualty insurance
22686	1/6/2022	NCPERS-IL IMRF	32.00	Term life- Forsyth & Silva
22687	1/6/2022	OverDrive, Inc	850.00	External service
22688	1/6/2022	Village of Riverside	60.00	2022 alarm permit
22689	1/10/2022	Blue Cross Blue Shield of Illinois	5,997.86	HMO medical- January 2022
22690	1/10/2022	Comcast Cable	233.85	High speed internet
22691	1/10/2022	Delta Dental of Illinois - Risk	61.05	HMO dental
22692	1/10/2022	Delta Dental of Illinois- Vision	46.72	Vision insurance
22693	1/10/2022	Village of Riverside	300.00	Wireless alarm 1st quarter
22694	1/11/2022	Daniel Pitelka	1,775.00	Plastering
22695	1/11/2022	Bradford Systems Corporation	3,290.00	Shelving materials
22696	1/11/2022	Bullseye Cleaning Service, Inc.	576.00	Snow removal
22697	1/11/2022	LibrariesFirst	75.00	Museum Adventure Pass
22698	1/11/2022	North Suburban Employee Benefit Coop	240.00	PPO dental- December 2021
22699	1/11/2022	North Suburban Employee Benefit Coop	849.47	PPO medical- December 2021
22700	1/11/2022	Today's Business Solutions Inc.	2,362.00	Copier contract-annual
22701	1/11/2022	Evan Weiner	100.00	1972 program
22702	1/13/2022	CSI Creative	9,395.64	Remainder of Lower Level wall art
22703	1/19/2022	AT & T	93.93	Elevator phone
	1/19/2022	AT & T	445.16	Phone bill
22704	1/19/2022	Ebsco Information Services	336.67	3 periodicals
22705	1/19/2022	Henricksen	263.52	1/2 coat racks
22706	1/19/2022	Illinois Library Association	225.00	Library membership 2022-2023
22707	1/19/2022	Business Card	899.25	Credit card purchases
22708	1/19/2022	SWAN	137.39	Reciprocal borrowing
22709	1/19/2022	TIAA Commercial Finance, Inc.	550.00	Copier rental
22710	1/25/2022	Cutting Edge Contractors, Inc.	11,224.00	Bathrrom remodeling
22711	1/25/2022	LIMRiCC-UCCA	110.72	4th qtr 2021 UC expense
22712	1/25/2022	Proven Business Systems	210.65	Copier click charges
22713	1/25/2022	Village of Riverside	5,570.19	January 2022 IMRF
22714	1/25/2022	SWAN	5,753.50	Quarterly fees
1255	1/7/2022	Administration	3,317.59	Group: 01; Pay Date: 1/7/2022
1256	1/7/2022	Information Services	4,953.21	Group: 02; Pay Date: 1/7/2022
1257	1/7/2022	Children & Youth Services	3,425.97	Group: 03; Pay Date: 1/7/2022
1258	1/7/2022	Patron Services	5,231.10	Group: 04; Pay Date: 1/7/2022
1259	1/21/2022	Administration	4,108.03	Group: 01; Pay Date: 1/21/2022
1260	1/21/2022	Information Services	4,866.81	Group: 02; Pay Date: 1/21/2022
1261	1/21/2022	Children & Youth Services	3,655.56	Group: 03; Pay Date: 1/21/2022
1262	1/21/2022	Patron Services	<u>6,100.29</u>	Group: 04; Pay Date: 1/21/2022
		Total	<u>109,605.13</u>	
		EFTPS Electronic Tax Payment- Employer Portion 01/07/22	1745.92	
		EFTPS Electronic Tax Payment- Employer Portion 01/21/22	<u>1,908.75</u>	
		Report Total	<u>113,259.80</u>	

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 2/8/2022 Through 2/8/2022

Check Number	Check Date	Payee	Check Amount	Transaction Description
22715	2/8/2022	SYNCB/Amazon	385.17	Amazon charges
22716	2/8/2022	Benson & Benson Design, Inc.	8.50	Name tag
22717	2/8/2022	Jordan Bravo	114.52	Refund overpayment of 2021 MC tax
22718	2/8/2022	Bullseye Cleaning Service, Inc.	1,421.00	Snow removal
22719	2/8/2022	Cintas Corporation LOC. 769	805.37	Restroom supplies/ mat service
22720	2/8/2022	Cutting Edge Contractors, Inc.	11,986.45	2nd half of bathroom renovation
22721	2/8/2022	Demco, Inc.	190.72	Book tape, labels
22722	2/8/2022	GT Mechanical Projects & Design, Inc.	339.25	Furnace repair
22724	2/8/2022	Ingram Library Services	2,856.18	Various
22725	2/8/2022	Meilahn Mfg. Company	6,605.00	Decorative trees
22726	2/8/2022	Midwest Tape	656.83	Digital subscriptions
22727	2/8/2022	NICOR Gas	<u>2,294.04</u>	Gas bill
Report Total			<u>27,663.03</u>	

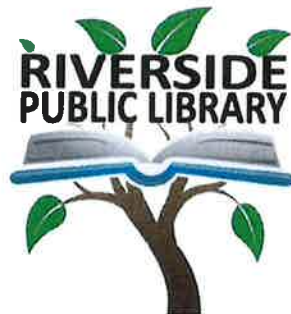
Riverside Public Library

FINANCIAL REPORTS

For 1 Month Ending

January 31, 2022

UNAUDITED



Riverside Public Library
Cash Balances
As of 01/31/2022

	Balance, 01/31/2022
Consolidated Operating Funds:	
First American- Checking	17,372.91
First American- Payroll	<u>18,949.06</u>
Total First American accounts	36,321.97
Illinois Funds	
General Fund	383,010.05
Audit Fund	597.63
IMRF Fund	(29,307.41)
FICA Fund	28,264.32
Unemployment Comp Fund	(4,658.19)
Special Reserve Fund	6,355.79
Working Cash Fund	89,529.40
Library Bond Fund	<u>524,922.59</u>
Total Illinois Funds	998,714.18
Total Operating Funds Cash Balances	1,035,036.15
Gift & Endowment Funds:	
Library Gift Fund	78,013.79
Batko Endowment Fund	5,854.40
Lower Level Renovation Fund	52,968.04
General Endowment Fund	9,822.24
Kovalsky Endowment Fund	1,311.74
Dardwin Fund	<u>17,790.90</u>
Total Gift & Endowment Funds	165,761.11
Total Funds	<u>1,200,797.26</u>

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 1/31/2022

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	417,906.32
1st American-Checking Account	63,138.10
1st American-Payroll Account	267.71
Property Tax Receivable	25,809.77
Due from Other Funds	42,775.37
Due from other groups	2,412.00
Due from Friends of the Library	208.89
Staff Receivables	(5.63)
Fixed Assets	1,260,414.00
Amount Provided for Vacation	<u>23,590.00</u>
Total Assets	<u><u>1,836,516.53</u></u>
Liabilities	
Accounts Payable	27,643.52
Federal W/H & FICA Payable	(133.19)
State W/H Payable	(0.20)
State Unemployment Payable	416.62
IMRF Payable	(47.90)
Deferred Property Taxes	25,809.76
Accrued Payroll	19,588.00
Accrued Vacation Pay	23,590.00
Health Insurance Payable	(558.66)
Term Life Insurance Payable	(188.56)
Due to Library Gift Fund	1,240.00
Due to Friends of the Library	98.00
Due to Historical Society	435.64
Investment in Fixed Assets	<u>1,260,414.00</u>
Total Liabilities	<u><u>1,358,307.03</u></u>
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	559,667.88
Restricted for Audit	(97.25)
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	<u>256.63</u>
Total Beginning Fund Balances	558,026.05
Excess Revenues/(Expenditures)	<u>(79,816.55)</u>
Total Fund Balances	<u><u>478,209.50</u></u>
Total Liabilities & Fund Balances	<u><u>1,836,516.53</u></u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 1/1/2022 Through 1/31/2022

	Current Period Actual	Current Year Actual-1 mo. ending 1/31/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2020 Property Tax revenue	720.13	720.13	0.00	720.13	0.00%
2021 Property tax revenue	0.00	0.00	1,307,832.00	(1,307,832.00)	(100.00)%
Total Property Taxes	720.13	720.13	1,307,832.00	(1,307,111.87)	(99.94)%
Inter Government Funds	889.08	889.08	16,000.00	(15,110.92)	(94.44)%
Interest	31.50	31.50	250.00	(218.50)	(87.40)%
Fees for Services	576.16	576.16	4,900.00	(4,323.84)	(88.24)%
Misc Revenue	139.96	139.96	1,450.00	(1,310.04)	(90.35)%
Total Revenues	2,356.83	2,356.83	1,330,432.00	(1,328,075.17)	(99.82)%
Total Revenue	2,356.83	2,356.83	1,330,432.00	(1,328,075.17)	(99.82)%
Expenditures					
Personnel Services	61,872.18	61,872.18	855,192.00	793,319.82	92.77%
Supplies	2,005.21	2,005.21	18,700.00	16,694.79	89.28%
Building & Equip Maint	11,442.94	11,442.94	86,800.00	75,357.06	86.82%
Adult Information Sources	3,039.78	3,039.78	38,200.00	35,160.22	92.04%
Electronic Resources	7,494.18	7,494.18	63,200.00	55,705.82	88.14%
CYS Information Sources	979.75	979.75	12,050.00	11,070.25	91.87%
Marketing/Public Relations	203.45	203.45	16,200.00	15,996.55	98.74%
Administration	21,532.59	21,532.59	204,050.00	182,517.41	89.45%
Technology	57.86	57.86	20,000.00	19,942.14	99.71%
Total Expenditures	108,627.94	108,627.94	1,314,392.00	1,205,764.06	91.74%
Miscellaneous Expenses					
Misc Expenses	229.27	229.27	0.00	(229.27)	0.00%
Total Miscellaneous Expenses	229.27	229.27	0.00	(229.27)	0.00%
Total Expenditures	108,857.21	108,857.21	1,314,392.00	1,205,534.79	91.72%
Excess Revenues(Expenditures)	(106,500.38)	(106,500.38)	16,040.00	(122,540.38)	

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 1/1/2022 Through 1/31/2022

	Current Period Actual	Current Year Actual 1 mo.ending 1/31/2022	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2020 Property Tax revenue	720.13	720.13	0.00	720.13	0.00%
2021 Property tax revenue	0.00	0.00	1,307,832.00	(1,307,832.00)	(100.00)%
Total Property Taxes	<u>720.13</u>	<u>720.13</u>	<u>1,307,832.00</u>	<u>(1,307,111.87)</u>	<u>(99.94)%</u>
Inter Government Funds					
Per capita state grants	0.00	0.00	10,000.00	(10,000.00)	(100.00)%
Corporate Replacement Taxes	889.08	889.08	6,000.00	(5,110.92)	(85.18)%
Total Inter Government Funds	<u>889.08</u>	<u>889.08</u>	<u>16,000.00</u>	<u>(15,110.92)</u>	<u>(94.44)%</u>
Interest on Operating Funds					
Interest-Illinois Funds	31.50	31.50	250.00	(218.50)	(87.40)%
Total Interest on Operating Funds	<u>31.50</u>	<u>31.50</u>	<u>250.00</u>	<u>(218.50)</u>	<u>(87.40)%</u>
Fees & Services					
Fines	54.45	54.45	1,000.00	(945.55)	(94.56)%
Fax Fees	97.50	97.50	225.00	(127.50)	(56.67)%
Printing Fees	133.21	133.21	1,000.00	(866.79)	(86.68)%
Book & Video Sales	191.00	191.00	2,000.00	(1,809.00)	(90.45)%
Adult Replacement Fees	46.00	46.00	100.00	(54.00)	(54.00)%
CYS Replacement Fees	44.00	44.00	200.00	(156.00)	(78.00)%
ILL Fees	10.00	10.00	50.00	(40.00)	(80.00)%
Lost Book Credit	0.00	0.00	125.00	(125.00)	(100.00)%
Meeting Room Charges	0.00	0.00	200.00	(200.00)	(100.00)%
Total Fees & Services	<u>576.16</u>	<u>576.16</u>	<u>4,900.00</u>	<u>(4,323.84)</u>	<u>(88.24)%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	3.21	3.21	200.00	(196.79)	(98.39)%
Memorial Book Donations	125.00	125.00	500.00	(375.00)	(75.00)%
Donations	11.75	11.75	500.00	(488.25)	(97.65)%
Lions Club/Books on Tape Revenue	0.00	0.00	250.00	(250.00)	(100.00)%
Total Miscellaneous Revenue	<u>139.96</u>	<u>139.96</u>	<u>1,450.00</u>	<u>(1,310.04)</u>	<u>(90.35)%</u>
Total Revenues	<u>2,356.83</u>	<u>2,356.83</u>	<u>1,330,432.00</u>	<u>(1,328,075.17)</u>	<u>(99.82)%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 1/1/2022 Through 1/31/2022

	Current Period Actual	Current Year Actual-1 mo. ending 1/31/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	50,568.83	50,568.83	704,390.00	653,821.17	92.82%
Health & Life Insurance	3,796.15	3,796.15	45,766.00	41,969.85	91.71%
Employer's Portion - IMRF	3,675.55	3,675.55	49,550.00	45,874.45	92.58%
Employer's Portion - FICA	3,654.67	3,654.67	53,886.00	50,231.33	93.22%
Unemployment Comp Expense	176.98	176.98	1,600.00	1,423.02	88.94%
Total Personnel Services	61,872.18	61,872.18	855,192.00	793,319.82	92.77%
Materials & Supplies					
Office Supplies	536.57	536.57	3,000.00	2,463.43	82.11%
Library Supplies	192.72	192.72	4,000.00	3,807.28	95.18%
CYS Supplies	0.00	0.00	500.00	500.00	100.00%
Info Services Supplies	0.00	0.00	200.00	200.00	100.00%
Building Maintenance Supplies	1,275.92	1,275.92	9,000.00	7,724.08	85.82%
Ink Cartridges	0.00	0.00	2,000.00	2,000.00	100.00%
Total Materials & Supplies	2,005.21	2,005.21	18,700.00	16,694.79	89.28%
Contractual Services					
Janitorial	1,948.00	1,948.00	26,000.00	24,052.00	92.51%
Water	0.00	0.00	2,000.00	2,000.00	100.00%
Gas	2,294.04	2,294.04	10,000.00	7,705.96	77.06%
Building Maintenance	2,353.45	2,353.45	23,000.00	20,646.55	89.77%
Small Equipment Maintenance	0.00	0.00	700.00	700.00	100.00%
Equipment Maintenance	1,724.80	1,724.80	9,000.00	7,275.20	80.84%
Furnishings & Equipment	0.00	0.00	5,000.00	5,000.00	100.00%
Copier Rental & Maintenance	3,122.65	3,122.65	11,100.00	7,977.35	71.87%
Internet Expense/Patron SS	233.85	233.85	6,200.00	5,966.15	96.23%
Total Contractual Services	11,676.79	11,676.79	93,000.00	81,323.21	87.44%
Information Sources					
On-line Data Bases	1,506.83	1,506.83	30,000.00	28,493.17	94.98%
Books	1,517.76	1,517.76	20,500.00	18,982.24	92.60%
Standing Order Books	67.50	67.50	4,000.00	3,932.50	98.31%
Periodicals	1,178.70	1,178.70	8,500.00	7,321.30	86.13%
DVD	275.82	275.82	4,000.00	3,724.18	93.10%
Audio Books	0.00	0.00	650.00	650.00	100.00%
Shipping Charges	0.00	0.00	50.00	50.00	100.00%
Library of Things	0.00	0.00	500.00	500.00	100.00%
Total Information Sources	4,546.61	4,546.61	68,200.00	63,653.39	93.33%
Children/Youth Services					
CYS Juvenile Books	529.06	529.06	4,000.00	3,470.94	86.77%
CYS Periodicals	0.00	0.00	250.00	250.00	100.00%
CYS Video Games	0.00	0.00	250.00	250.00	100.00%
CYS Young Adult	142.42	142.42	2,000.00	1,857.58	92.88%
CYS Easy Books	308.27	308.27	3,500.00	3,191.73	91.19%
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	1,000.00	1,000.00	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	500.00	500.00	100.00%
CYS Shipping Charges	0.00	0.00	50.00	50.00	100.00%
Total Children/Youth Services	979.75	979.75	12,050.00	11,070.25	91.87%
Marketing/Public Relations					

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 1/1/2022 Through 1/31/2022

	Current Period Actual	Current Year Actual-1 mo.ending 1/31/2022	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS Programming	0.00	0.00	400.00	400.00	100.00%
Adult Programming	128.45	128.45	4,000.00	3,871.55	96.79%
Library Programs	75.00	75.00	500.00	425.00	85.00%
Advertising Expenses	0.00	0.00	1,000.00	1,000.00	100.00%
Binding	0.00	0.00	300.00	300.00	100.00%
Newsletter Expense	0.00	0.00	10,000.00	10,000.00	100.00%
Total Marketing/Public Relations	203.45	203.45	16,200.00	15,996.55	98.74%
Administration					
Legal Services	0.00	0.00	1,000.00	1,000.00	100.00%
Credit Bureau	0.00	0.00	600.00	600.00	100.00%
Telephone	539.09	539.09	9,000.00	8,460.91	94.01%
Postage	33.58	33.58	800.00	766.42	95.80%
Treasurer's Bond	0.00	0.00	500.00	500.00	100.00%
Liability Insurance	20,494.00	20,494.00	20,000.00	(494.00)	(2.47)%
Audit Fees	0.00	0.00	3,800.00	3,800.00	100.00%
Travel	0.00	0.00	50.00	50.00	100.00%
Seminars, Conferences, Meetings	0.00	0.00	300.00	300.00	100.00%
Membership Dues	335.00	335.00	1,000.00	665.00	66.50%
Accounting Expenses	0.00	0.00	2,000.00	2,000.00	100.00%
Staff Development	96.00	96.00	1,000.00	904.00	90.40%
Bond repayment	0.00	0.00	118,600.00	118,600.00	100.00%
Credit Card/Bank Fees	34.92	34.92	400.00	365.08	91.27%
Miscellaneous Expense	0.00	0.00	2,000.00	2,000.00	100.00%
Board Expense	0.00	0.00	1,000.00	1,000.00	100.00%
Capital Expense	0.00	0.00	42,000.00	42,000.00	100.00%
Total Administration	21,532.59	21,532.59	204,050.00	182,517.41	89.45%
Technology					
Technology Supplies	25.88	25.88	1,000.00	974.12	97.41%
Computer Consultant	0.00	0.00	2,500.00	2,500.00	100.00%
Network Maintenance	0.00	0.00	2,500.00	2,500.00	100.00%
SWAN Computer	5,753.50	5,753.50	27,000.00	21,246.50	78.69%
Computer Hardware & Equipment	0.00	0.00	5,000.00	5,000.00	100.00%
E-Library Subscription Svcs	0.00	0.00	7,500.00	7,500.00	100.00%
Computer Software	31.98	31.98	1,500.00	1,468.02	97.87%
Total Technology	5,811.36	5,811.36	47,000.00	41,188.64	87.64%
Total Operating Expense	108,627.94	108,627.94	1,314,392.00	1,205,764.06	91.74%
Miscellaneous Expenses					
Memorial & Gift Materials	91.88	91.88	0.00	(91.88)	0.00%
Lost ILL Expense	137.39	137.39	0.00	(137.39)	0.00%
Total Miscellaneous Expenses	229.27	229.27	0.00	(229.27)	0.00%
Total Budgeted Expenses	108,857.21	108,857.21	1,314,392.00	1,205,534.79	91.72%

The Riverside Public Library
Balance Sheet - Library Gift Fund
As of 1/31/2022

	Current Period Balance
Assets	
Illinois Funds Cash	78,013.76
Due from Other Funds	1,240.00
Total Assets	79,253.76
Liabilities	
Due to Other Funds	0.00
Total Liabilities	0.00
Fund Balance	
Beginning Fund Balance	67,695.25
Excess Revenues(Expenditures)	11,558.51
Total Fund Balance	79,253.76
Total Liabilities & Fund Balance	79,253.76

The Riverside Public Library
Statement of Revenues and Expenditures - Library Gift Fund-BRE
From 1/1/2022 Through 1/31/2022

	Current Period Actual	Current Year Actual-1 mo.ending 1/31/2022
Revenue		
Interest	4.93	4.93
Contributions & Donations	1,240.00	1,240.00
Total Revenue	1,244.93	1,244.93
Excess Revenues(Expenditures)	1,244.93	1,244.93

The Riverside Public Library
Balance Sheet - Lower Level Renovation
As of 1/31/2022

	Current Period Balance
Assets	
Illinois Funds-Designated	52,968.07
Total Assets	52,968.07
Liabilities	
Due to Other Funds	10.76
Total Liabilities	10.76
Fund Balance - Designated	
Beginning Fund Balance-Designated	56,320.65
Excess Revenues(Expenditures)	(3,363.34)
Total Fund Balance - Designated	52,957.31
Total Liabilities & Fund Balance	52,968.07

The Riverside Public Library
Statement of Revenues and Expenditures - Lower Level Renovation
From 1/1/2022 Through 1/31/2022

	Current Period Actual	Current Year Actual- 1 mo. ending 1/31/2022
Revenues		
Interest	3.42	3.42
Total Revenues	3.42	3.42
Expenditures		
Renovation Expenses	10.76	10.76
Total Expenditures	10.76	10.76
Excess Revenues(Expenditures)	(7.34)	(7.34)

The Riverside Public Library
Balance Sheet - Library Bond Fund
As of 1/31/2022

	Current Period Balance
Assets	
Illinois Funds-Designated	524,922.59
Due from Other Funds	0.00
Total Assets	524,922.59
Liabilities	
Due to Other Funds	42,764.61
Total Liabilities	42,764.61
Fund Balance - Designated	
Beginning Fund Balance-Designated	1,086,762.60
Excess Revenues(Expenditures)	(604,604.62)
Total Fund Balance - Designated	482,157.98
Total Liabilities & Fund Balance	524,922.59

The Riverside Public Library
Statement of Revenues and Expenditures - Library Bond Fund
From 1/1/2022 Through 1/31/2022

	Current Period Actual	Current Year Actual- 1 mo.ending 1/31/2022
Revenue		
Interest	33.98	33.98
Total Revenue	33.98	33.98
Expenditures		
Lower Level Renovation Expense	42,764.61	42,764.61
Total Expenditures	42,764.61	42,764.61
Excess Revenues(Expenditures)	(42,730.63)	(42,730.63)

Riverside Public Library
Lower Level Renovation Expenses/Bond fund
Bond Fund (Account 4454-14)
As of 1/31/2022

<u>2020</u>	<u>Vendor</u>		<u>Paid by vendor:</u>	
07/29/20	315.00 Growing Community Media	Legal notice	Studio GC	31,315.54
07/31/20	15,740.76 Studio GC	Construction documentation	Growing Community Media	315.00
07/31/20	853.07 Studio GC	Schematic design	Klein, Thorpe & Jenkins	1,606.00
09/01/20	44.00 Klein, Thorpe & Jenkins	Legal fees	Village of Riverside	8,879.76
09/10/20	3,100.00 Village of Riverside	Permits	Lo Destro	608,174.70
09/30/20	6,397.98 Studio GC	Design and services	Hallett	7,550.00
10/31/20	122,706.98 Lo Destro Construction Company	Invoice through 10/31/2020	Bradford	72,847.51
09/30/20	1,279.60 Studio GC	Construction documentation	LFI	91,135.00
10/22/20	3,500.00 Hallett Movers	Relocate Lower Level books, etc.	Henricksen	40,856.72
10/14/20	4,011.18 Village of Riverside	Lower Level bond expenses	Belcore	968.00
10/10/20	6.18 MBNA/Berwyn Ace	Keys	KI	24,600.00
11/27/20	440.00 Klein, Thorpe & Jenkins	Legal	GT Mechanical	1,115.00
11/30/20	2,559.18 Studio GC	Design and services	School Specialties	906.44
11/30/20	114,901.23 Lo Destro Construction Company	Construction invoice through 11/30/2020	Colley Elevator	389.00
12/10/20	22,215.84 Bradford	1/3 deposit for shelves	Fox Valley Fire and Safety	62,740.00
12/31/20	101,838.45 Lo Destro Construction Company	Construction invoice through 12/31/2020	ABT	1,443.99
			Novak's	487.67
			ASI	2,693.00
			Dell	4,943.47
			Bullseye	14,740.00
			CSI Creative	18,572.35
			Demco	2,855.18
			Securitas	988.63
			Cutting Edge Contractors	23,210.45
			Meilahn Mfg. Co.	6,605.00
			Misc	3,166.10
			* Ribbon cutting & Renovation Celebration	2,404.77
			Total paid thru 12/31/2021	<u>1,035,509.28</u>
			Expected future expenses, estimated:	
			<i>Additional bathroom renpvation</i>	8,000.00
			<i>Wall art</i>	9,000.00
			<i>New exit doors</i>	4,000.00
			<i>Window washing</i>	2,000.00
			<i>LoDestro</i>	<i>tbd</i>
			Total future expenses, estimated	<u>23,000.00</u>
			(does not include future LoDestro amounts)	
<u>2021</u>				
01/07/21	24,005.00 LFI	Furniture		
01/08/21	14,834.00 LFI	Furniture		
01/11/21	19,099.88 Henricksen	Furniture		
01/11/21	644.72 Henricksen	Furniture		
01/22/21	14,834.00 LFI	Furniture		
01/25/21	600.81 Studio GC	Design and services		
01/31/21	352.00 Klein, Thorpe & Jenkins	Sprinkler system legal		
02/16/21	968.00 Belcore	Fire alarm review fees		
02/23/21	24,600.00 KI	Furniture		
03/05/21	4,050.00 Hallett Movers	Move back books and furniture		
02/28/21	1,115.00 GT Mechanical	Heating adjustment		
03/09/21	44,431.67 Bradford	Shelving		
03/09/21	940.00 Bradford	Shelving		
03/10/21	200.00 Village of Riverside	Sprinkler flow test		
03/10/21	652.00 MBNA	Refrigerator		
03/10/21	325.90 Amazon	Label tape		
02/28/21	55,801.59 Lo Destro Construction Company	Construction costs		
01/31/21	122,491.91 Lo Destro Construction Company	Construction costs		
04/27/21	644.72 Henricksen	Furniture		
04/21/21	311.45 Amazon	Kitchen supplies, voice amplifier		
04/15/21	1,443.99 ABT	Refrigerator, TVs		
04/17/21	906.44 School Specialties	Storage cabinet		
04/21/21	19,099.88 Henricksen	Furniture		
04/27/21	1,104.00 Henricksen	Furniture		
04/29/21	1,568.58 Village of Riverside	Sprinkler permit		
04/30/21	1,695.78 Studio GC	Construction administration		
05/10/21	222.88 MBNA	Keys, corner guards		
05/13/21	185.00 Colley Elevator	Inspection fee		
05/17/21	204.00 Colley Elevator	Fire recall testing		
05/17/21	100.00 Bradford	Shelving backstops		
05/19/21	12,403.00 Fox Valley Fire and Safety	Sprinkler system		
05/25/21	572.00 Klein, Thorpe & Jenkins	Legal		
04/30/21	1,341.56 Studio GC	Design & services		
05/10/21	510.67 Amazon	Nintendo & supplies		
06/03/21	24,118.34 Lo Destro Construction Company	April construction costs		
06/03/21	19,970.80 Lo Destro Construction Company	May construction costs		
06/03/21	24,308.00 LFI	Tables and chairs		
06/14/21	22,513.63 Lo Destro Construction Company	March construction costs		
06/22/21	6,577.00 LFI	Display unit and credenza		
06/30/21	637.84 Amazon	Supplies		
06/30/21	800.00 Fox Valley Fire and Safety	Sprinkler		
06/30/21	450.00 Fox Valley Fire and Safety	Sprinkler		
06/30/21	49,087.00 Fox Valley Fire and Safety	Sprinkler		
06/30/21	198.00 Klein, Thorpe & Jenkins	Legal		
06/30/21	177.19 Minuteman	Printing		
07/01/21	487.67 Novak's	Electrical & Lighting		
07/04/21	16.13 MBNA	Misc.		
07/10/21	199.70 Amazon	Electrical supplies		
07/12/21	1,870.00 Bradford	Shelving		
07/14/21	846.80 Studio GC	Design & services		
07/14/21	23,831.77 Lo Destro Construction Company	Work thru 6/30/2021		
08/01/21	53.80 Courtney Greve-Hack	Gift card for photographer		
08/03/21	95.00 Twilight Party Rental	Portable sink		

**Riverside Public Library
Lower Level Renovation Expenses/Bond fund
Bond Fund (Account 4454-14)
As of 1/31/2022**

<u>2020</u>	<u>Vendor</u>	<u>Paid by vendor:</u>
08/08/21	75.00 Village of Riverside	Alcohol permit
08/10/21	279.66 Amazon	Tattoos, treats & diaper pail
08/11/21	500.00 Leonardo Music	Music for Renovation Celebration
08/13/21	126.00 Minuteman Press	Thank You banner
08/13/21	22.00 Benson & Benson	Signs
08/16/21	2,693.00 ASI	Signage
08/24/21	156.08 Riverside Foods	Prosecco & juice
08/28/21	412.50 Anthony Giannini	Snow Cones for Reno Celebration
09/30/21	14,740.00 Bullseye Cleaning Services	Post-construction upper level deep clean and dusting
08/11/21	100.04 Amazon	Games & gift bags for Renovation Celebration
09/01/21	9,176.71 CSI Creative	1/2 of lower level wall art
08/20/21	202.91 MBNA	Signage for Renovation Celebration
08/04/21	2,393.49 Dell	3 laptops
10/10/21	403.78 Amazon	Sneeze guard, toys, vacuum, light
10/05/21	988.63 Securitas	Install for CYS phones
10/19/21	6,577.00 LFI	Kit display shelves & credenza
11/17/21	1,062.72 Demco	Steel book supports
11/24/21	2,549.98 Dell	2 laptops
12/02/21	1,296.52 Demco	Steel book supports
12/04/21	84.16 MBNA	Tablecloths
12/08/21	495.94 Demco	Steel book supports
<u>2022</u>		
01/01/22	3,290.00 Bradford	Shelving
01/15/22	11,224.00 Cutting Edge Contractors	1/2 bathroom renovation
01/16/22	263.52 Henricksen	1/2 coat racks
01/17/22	6,605.00 Meilahn	Decorative trees
01/24/22	11,986.45 Cutting Edge Contractors	2nd 1/2 bathroom renovation
01/26/22	9,395.64 CSI Creative	Wall art

Total paid **1,035,509.28**



I. MISSION STATEMENT

The Riverside Public Library offers the people of the Village of Riverside access to informational, educational and recreational experiences through the collection, programming and technology. The Library places an emphasis on providing a welcoming environment in order to encourage patrons of all ages to develop or continue an interest in reading and learning. The Library values its historical significance, as well as that of the Village of Riverside, and fosters the landmark building's atmosphere of grace while seeking innovative ways to provide service to all patrons.

II. PURPOSE

The purpose of this policy is to guide the staff/Library Director in the selection, acquisition and withdrawal of materials, as well as to inform the public about the principles upon which selection judgments are made.

III. OBJECTIVES

The goal of this policy is to provide a well-balanced and broad collection of materials for all age groups. Based on available financial resources, the Library will provide diverse materials for the education and recreation of the community.

IV. RESPONSIBILITIES

The responsibility for the policy governing the inclusion of materials in the Library collections rests with the Board of Trustees. The Board delegates the authority and responsibility for the selection of library materials to the Library Director, and, under her/his direction, to the professional staff who are qualified for this activity by reason of education, training and experience.

V. GENERAL PRINCIPLES

The Board of Trustees of the Riverside Public Library adheres to the following general principles:

- This Library does not practice censorship. Selection of material shall be made solely upon the merits of the work as it fulfills the selection standards herein.
- The Library Board affirms that all libraries are forums for information and ideas. The Library does not promote particular beliefs or views.
- Supervision of a minor's access to materials rests solely with his or her parents or guardians. Selection of material will not be limited by the possibility that materials may come into the possession of a minor. Only parents and guardians have the right and the responsibility to restrict the access of their children to Library resources.

This Board upholds and supports the Library Bill of Rights of the American Library Association (ALA) [Appendix C], the Freedom to Read Statement adopted by the ALA [Appendix D], and the Freedom to View Statement adopted by the American Film and Video Association and endorsed by the ALA [Appendix E], Free Access to Libraries for Minors [Appendix F], and Access for Children and Young Adults to Non-Print Materials [Appendix G], which are in the attached Appendixes.

Any patron may express concern regarding an item in the collection. The Library has procedures for the reconsideration of any item in its collection. [See Section IX and Appendix B]

VI. MATERIAL SELECTION PROCESS

Library staff use their knowledge and expertise in combination with the standards listed below to select and evaluate collection items. An item need not meet all criteria to be selected.

Library Staff use a variety of tools to aid in the selection of materials including, but not limited to, such sources as professional review journals, popular print and broadcast media, electronic resources, and publisher's catalogs.

The Library considers all acquisitions, whether purchased or donated, in terms of one or more of the following:

- relevance to the Library's mission and service roles
- price
- date of publication
- available space
- the extent to which the item adds, expands on, or supports the existing collection, rather than duplicates it
- authority of the author, artist, and publisher of the work with preference given to titles vetted in the library and publishing industry
- local demand for the material
- current usefulness or interest
- winners and/or nominees of well recognized literary awards
- relevance to the history of Riverside

The Riverside Public Library provides materials in a variety of formats, including, when appropriate:

- print – such as hardcovers, paperbacks, magazines and newspapers
- nonprint – such as audio and video formats, puzzles and games, artwork, and microforms
- digital resources – such as online databases; digital books, recordings and images; digital historical archives; software programs; and the Internet

VII. SPECIAL COLLECTIONS

- **Local History Collection**
The Library collects scholarly and popular materials of current and/or historical value related to Riverside, its environs, people, history, and geography. All formats will be considered.
- **Local Authors Collection**
A local authors collection of materials written by previous or current residents of Riverside is located in the Riverside Friends of the Library Terrace Quiet Reading Room.
- **Frederick Law Olmsted Collection**
The Village of Riverside has a special interest in Frederick Law Olmsted; therefore, the Library maintains a special collection on Olmsted and related subjects with a separate policy agreement established with The Frederick Law Olmsted Society [Appendix A].

VIII. SPECIAL AREAS

- **Donations, Gifts and Memorials**
Consistent with this policy, the library may accept gifts of materials or funds for the purchase of materials. The library reserves the right to evaluate and to dispose of gifts in accordance with the Library's objectives, Donations Policy [Appendix H], and Guidelines for Books and Other Materials Donations [Appendix I].

The library welcomes monetary gifts to purchase materials in honor of persons or events or memorials.

A donor wishing to arrange a memorial/gift should contact the Adult Services Manager, Library Director, or Reference Librarian for information.

- **Endowments**
Throughout the years a series of endowment funds have been established. The following endowment funds exist are used for collection development:

Susan E. Batko Endowment Fund: The interest from this fund is to be used for the purchase of E (easy) children's books based on this selection policy.

~~General Endowment Fund: The interest from this fund is to be used for both material and nonmaterial items for both adults and young people. Purchases of materials shall be consistent with this selection policy.~~

~~Children's Endowment Fund: The interest from this fund is to be used to purchase children's print or non-print materials using the criteria set forth in this policy.~~

~~Kovalsky Endowment Fund: The interest from this fund is to be used to purchase nonfiction children's books using the criteria set forth in this policy.~~

Ernest E. Dardwin Endowment Fund: All money from this fund can be used for the purchase of books, publications, reference materials and media supplies using the criteria set forth in this policy.

IX. RE-EVALUATION OF MATERIALS

Riverside residents desiring reconsideration of any material should refer to the *Reconsideration of Library Materials Policy* form available at all service desks.

The initial request for re-evaluation will be given to the Library Director and referred to the appropriate department head. After review of the request, the patron will be notified.

X. COLLECTION MAINTENANCE

In order to maintain a collection that is current, reliable, in good condition, well used, and which relates to the needs and interest of the residents of Riverside, materials are withdrawn on a systematic and continuing basis. Materials are withdrawn when they are judged to be dated, inaccurate, seldom used, in poor condition, or otherwise not in compliance with the Criteria for Materials Selection.

The following collections are retained regardless of age, condition or circulation:

- Riverside Authors Collection
Material by a Riverside author is retained regardless of age, condition or circulation.
- Local History Collection
Local history material is retained regardless of age, condition or circulation.
- Olmsted Collection
Material included in the Frederick Law Olmsted collection is retained regardless of age, condition or circulation, as designated in Appendix A.

XI. REVISING THE POLICY

This Statement of Policy for the selection of Library materials for the Riverside Public Library will be regularly evaluated (at least every five years) and as the collection grows and situations demand, it will be altered in accordance with the findings of the Board or staff and as subsequently approved by the Board of Trustees.

Approved by Board of Trustees on April 14, 1992
Amended by Board of Trustees on July 13, 1993
Amended by Board of Trustees on February 14, 1995
Amended by Board of Trustees on October 10, 1995
Amended by Board of Trustees on November 14, 1995
Amended by Board of Trustees on June 11, 1996
Amended by Board of Trustees on July 9, 1996
Amended by Board of Trustees on May 9, 2000
Amended by Board of Trustees on September 17, 2001
Amended by Board of Trustees on February 8, 2005
Revised, reviewed and approved on November 8, 2011
Reviewed and approved on February 8, 2022

APPENDIXES

APPENDIX A The Frederick Law Olmsted Society/Riverside Public Library Agreement

APPENDIX B Request for Reconsideration of Library Materials

APPENDIX C Library Bill of Rights of the American Library Association (ALA)

APPENDIX D Freedom to Read Statement adopted by the ALA

APPENDIX E Freedom to View Statement adopted by the American Film and Video Association and endorsed by the ALA

APPENDIX F Free Access to Libraries for Minors

APPENDIX G Access for Children and Young Adults to Non-Print Materials

APPENDIX H Donations Policy

APPENDIX I Guidelines for Books and Other Materials Donations

With Covid numbers growing, restrictions came back to the CYS department. All in house programs were paused, and my staff quickly adapted to offering virtual programming and take home programming. Also, toys were put away again, and seating options were limited to promote distancing. Generally, we saw far fewer patrons in the CYS department than we normally do.

Highlights

Facebook Live Storytimes—Since we paused in-house storytimes, we shifted to once a week Facebook Live storytimes. Even if patrons are not able to watch live, the storytime is recorded for later viewing. Staff also coordinated a take home craft for kids that went along thematically with the storytime. We offered BINGO the dog puppets, a heart man, and a make your own pizza. Thank you to Anne, Bridget and Jordan for planning and presenting these programs.

Preschool Visits—We also paused school visits, but I did offer Zoom storytimes to the local preschools. District 96 Early Learners and Riverside Presbyterian Church Preschool took us up on this offer. Anne presented storytimes to Early Learners and Jordan presented storytimes to RPC Preschool.

Early Learner's Construction—The forest in the Early Learner's Area grew this January! Four new trees were added and they look awesome. We did have to close the area to patrons for a little over a week for the prepping and installation of the trees, but staff was able to retrieve books from the area for patrons during this time. If you haven't stopped in to see the new trees, make sure to check them out.

Winter Reading—Our Winter Reading Program kicked off this month and will run through the end of February. Participants can pick up a Bingo card or print one off from our website. They can fill in the card by reading, participating in library programs, and by checking out items. All that complete the program will receive a prize.

Weekend Take Home Craft—Mary created an adorable penguin on a sled craft for our take home craft this month.

Stuffed Animal Storytime—We offered one Zoom storytime this month. I presented a stuffed animal storytime. Kids attended with their favorite stuffed animal or two. There was a lot of sharing and some fun stories.

Take Home Games—Instead of Giant Games Day, I created packets of games for kids to take home and enjoy. The packets included an I Spy search and find, a Roll a Snowman game, a paper form of the game Battleship, a winter word search, and a foldable fortune teller.

Tech program planning—I emailed with Isabella O'Brien of the RBHS Robotics Team. They will be presenting a program in April as part of our Science Saturdays program. This spring we will be offering a science based program on the 3rd Saturday of the month. This will kick off in March with a family slime making program, followed by the robotics program in April, and in May we will have an egg drop program. Supplies for these programs will be funded in part by a donation from Riverside Bank.

Collaborative Mosaic Sticker Art—We put up a collaborative mosaic sticker art poster up on our blue board later in the month. Many kids, teens and adults have enjoyed placing square sticker tiles up on the poster as they try to figure out what the picture will be.

CHILDREN & YOUTH SERVICES STATISTICS – January 2022

Reference questions asked	<u>185</u>
Informational questions asked	<u>206</u>

Program Name	Date	Attendance
Weekend Take Home Craft	1/8-1/9	25 kids
Facebook Live Storytime (Anne)	1/11/2022	101 views, 1 reaction
ST Take Home Craft: Bingo	1/11-1/15	20 kids
RPC Zoom Storytime	1/14/22	15 kids, 3 adults
Facebook Live Storytime (Jordan)	1/18/22	171 views, 11 reactions, 1 comment
ST Take Home Craft: Heart Man	1/18-1/22	25 kids
Stuffed Animal Zoom Storytime	1/21/22	9 kids, 3 adults
Early Learners Zoom Storytime (2 sessions)	1/24/22	51 kids, 15 adults
Facebook Live Storytime (Bridget)	1/24/22	84 views, 3 reactions
ST Take Home Craft: Pizza	1/24-1/29	25 kids
RPC Zoom Storytime	1/28/22	16 kids, 3 adults
Winter Reading Finishers		12 kids
Question of the Week (2 questions)		12 teens and kids
Collaborative Art		30 kids, teens and adults
Phone Charger Checkout		5 teens
After School Attendance	19 days	374 kids and teens

January 2022
Sharon Shroyer

Patron Services

We are a month into our new shelving procedures and things seem to be going well. We haven't had a backup of material waiting to be shelved.

We are also at the end of our first month of no expiration dates on patron cards. All patrons were automatically changed to an expiration date of NEVER. Patrons will only be deleted from our database if they have moved or if their card has not been used for 3 years.

Staff have been training in the new Aspen catalog that will be rolled out this Spring.

I am adding material to our Library of Things and our Create Collection. We now have a sewing machine that can be checked out in addition to a selfie stick/tripod. I tested the slide and negative converter yesterday and it is easy and fast. I transferred 60 photos negatives and slides in about 20 minutes. Unfortunately, I discovered a couple of truly unflattering pictures of myself in that group. What can you do, it was the 70's.

Since we received a coupon when we ordered the scanner, we have also purchased a set of two Bluetooth, LCD Tiki lights. I have to test them but they may also work with our movie theater package.

Computer Services

I finished setting up Brent's new laptop early and was able to update his older laptop for our new IS employee, Connie Meade in time for her first day of work.

One of our circulating laptops was having issues. I was able to find a replacement DVD drive for it on EBay for \$12 that solved the problem.

We had an internet outage on Friday, January 21st. While the exact cause isn't clear, more than one solution was needed. Rebooting the Comcast modem did not work until a technician reset everything for a third time. While Comcast was up we still were not connecting. A fourth reboot of our SonicWall security device finally worked. I have since learned of a widespread reboot loop that some newer SonicWall devices were stuck in on that Thursday night/Friday morning. That in addition to an offline Comcast modem seems to be the issue. We have had no further issues since then and SonicWall has rolled out an update to their security devices to solve the problem.

January 2022
Information Services Update
Diane Silva

New Staff Person

We welcomed a new staff person, Connie Meade, this month. Connie is a recent MLIS graduate who has worked circulation in Berwyn and also works in Youth Services in North Riverside. Connie will be acting as our new Social Media and IS Assistant. We are excited to have her on the RPL team.

Marketing of New Services

Our weekly marketing of new services began this month. Each week on Saturday, we have a Facebook post that highlights a new service, including Universal Class, Creative Bug, and the Cricut. These posts will continue through the end of February. Henry has updated the website to include specifics on the new learning platforms and materials.

New Signage

Dick Julian was kind enough to come and install new end cap signage on the adult fiction, nonfiction, and mystery shelves. The signage that was there had been temporary signage created years ago that had never been replaced. The new signage is much larger and more patron friendly. We can easily reprint signs if we shift the collection as well. As of January 31, signs were already added to fiction and mystery. Nonfiction signage will be completed in early February.

Newsletter

Brent has been busy creating the Spring newsletter. It is expected to be completed in mid-February.

Online Learning - CreativeBug

Thanks to a donation from the Friends of the Library, we added CreativeBug to our list of learning resources. CreativeBug offers classes and patterns for all types of crafting and DIY projects.

Programming –

Many of our in-person programs had to be canceled, rescheduled or moved to Zoom due to rising COVID numbers.

Monty and Rose movie and director chat – Rescheduled for April

Medicare – Rescheduled for March

Riverside Township Community Resource Center Open House – Rescheduled – various dates

Understanding Social Security, Zoom – 6

Riverside Reads Books Club, Zoom – 6

50 Years Ago: 1972, Zoom – 12

All in the Family Genealogy Club, Zoom – 4

An Evening with Silvia Moreno-Garcia (Illinois Libraries Present), Zoom - 10

Spice Kits 32

Patron Interactions –We had 610 patron interactions either by phone or in-person. There were an additional 39 email interactions.

Riverside Public Library
Miscellaneous Statistics - January 2022

	Jan-22	Jan-21	YTD 2022	YTD 2021
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Reference Statistics

Questions Asked - Adult	649	340	0	340
Questions Asked - Youth Services	391	408	0	408

Internet Usage - Adult
- CYS

Total Usage

	200	0	200	0
	72	0	72	0
	272	0	272	0

Holdings

Adult Titles Added	123	69	123	69
CYS Titles Added	98	48	98	48
Total Titles Added	221	117	221	117

Adult Titles Withdrawn
 YS Titles Withdrawn
Total Titles Withdrawn

	114	63	114	63
	117	0	117	0
	231	63	231	63

Total Holdings

62612 63617

Adult Programs

Number of Library Programs	6	9	6	9
Number of Community Programs	0	0	0	0
Library Program Attendance	53	61	53	61
Community Program Attendance	0	0	0	0
Total Adult Program Attendance	53	61	53	61
Total Adult Take & Make Users	32	0	32	0

Youth Services

Kids Passive Programs	5	2	5	2
Kids Active Programs	8	13	8	13
Teens Passive Programs	2	1	2	1
Teens Active Programs	0	0	0	0
Number of Passive CYS Programs	7	3	7	3
Number of Active CYS Programs	8	13	8	13

Kids Passive Prog. Attendance	125	200	125	200
Teens Passive Prog. Attendance	12	14	12	14
Kids Active Prog. Attendance	487	1132	487	1132
Teens Active Prog. Attendance	0	0	0	0
Total Passive Prog. Attendance	137	214	137	214
Total Active Prog. Attendance	487	1132	487	1132

New Library Cards Issued

	39	0	39	0
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Library Attendance

	4580	0	4580	0
--	------	---	------	---

Faxes sent by Patrons
Notary Service

13	0	13	0
20	0	20	0

Checkouts
Renewals
Checkins
Total Circulation

5170	2885	5170	2885
3505	1994	3505	1994
6202	3185	6202	3185
14877	8064	14877	8064

Interlibrary Loans

Loaned
Borrowed

1155	1049	1155	1049
1324	1512	1324	1512

Reciprocal Borrowing

Loaned to Other Library Patrons
RPL Patrons Borrowing Elsewhere

582	101	582	101
975	306	975	306

Digital Resources

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

334	390	334	390
739	115	739	115
974	968	974	968
99	109	99	109

Web Site

Total Hits

3755	183405	3755	183405
------	--------	------	--------

Wireless Statistics

3154	1895	3154	1895
------	------	------	------

Online Databases

Ancestry.com

Searches
Returns

888	418	888	418
671	135	671	135

Encyclopaedia Britannica

Sessions
Documents

10	0	10	0
10	0	10	0

Newsbank

Searches

3	3	3	3
---	---	---	---

EBSCO Online Databases

Academic Search Premiere

Searches	2	0	2	0
Requests	2	0	2	0

Auto Repair Source

Searches	0	0	0	0
Results	0	0	0	0

Biography Reference Center

Searches	0	0	0	0
Requests	0	0	0	0

Business Source Premier

Searches	14	0	14	0
Results	14	0	14	0

Consumer Health Complete

Searches	0	0	0	0
Results	0	0	0	0

Consumers Reports

Sessions	8	9	8	9
Searches	102	148	102	148

History Reference Center

Searches	1	2	1	2
Results	1	2	1	2

Legal Information Ref. Center

Searches	0	0	0	0
Results	0	0	0	0

Literary Reference Center

Searches	0	0	0	0
Requests	0	0	0	0

Masterfile

Searches	0	18	0	18
Requests	0	3	0	3

Middle Search Plus

Search	0	0	0	0
Results	0	0	0	0

Newspaper Search Plus

Search	2	2	2	2
Results	2	3	2	3

Novelist

Searches	36	156	36	156
Requests	36	163	36	163

Points of View Ref. Center

Searches	0	0	0	0
Results	0	0	0	0

Primary Search

Searches	0	0	0	0
Results	0	0	0	0

Science Reference Center

Searches	17	7	17	7
Results	17	0	17	0

LIBRARY DIRECTOR'S REPORT January 2022

Administrative

Due to the Omicron COVID numbers being extremely high, we made the decision to halt in-Library programming through the end of February. All programs became virtual and had reasonably good attendance. We also increased the hours of curbside pickup so patrons who did not feel comfortable coming in could still get their library materials. At the end of the month, the COVID numbers were decreasing so we are cautiously optimistic that the CYS programs and community meetings can return late February or early March.

We have been fortunate that most patrons are wearing their masks without complaint. We have a few habitual offenders but they do put them on when reminded. Not sure if you are aware of the mask protest held at the St. Charles Library by an organized group of patrons who became destructive and threatening to the staff. They closed the library for curbside only for a period of time. We have reminded our staff that if anything similar occurs to contact administration and the police, if necessary. These times are trying, and sometimes anger and frustration get the best of people.

I returned from my COVID absence on January 9 and set up the Frederick Law Olmsted panels for the Landscapes for the Public Good display. All 24 poster boards are displayed in the Great Room and will remain until April when they will be moved outside by the Historical Commission.

I completed the Library's Annual Report (copy in packet) and the State Library's Annual Report (also in packet for approval) this month and submitted a grant application to the State Library for a construction grant to help with the remodeling of the Patron Services staff area. It is one of the last areas in the Library that has the old, broken lighting and desks for staff. Fingers crossed. If we do not receive the money, I am going to approach the Friends to pay for new lighting for the area as that is the most critical need at this time.

The Strategic Long Range Planning Committee have zoomed several times and we have come up with a survey which we strongly believe will provide great data to help us formulate our new SLRP. Thank you Diane, Jane and Christine for all of your efforts so far. The survey will kick off on February 14, encouraging Library lovers to help plan the future! More information will be provided at the Board Meeting.

I hosted the All in the Family Genealogy Zoom meeting and we had 3 new participants. We have such great volunteers in the department with Beverly and Dawn that I want to promote the area as much as possible!

Ken, Jen, Nora and I were in attendance at the FLOS Annual Meeting on January 21. It was at this meeting that they awarded the Architecture Award to the Library for the Lower Level Renovation. Ken gave a wonderful acceptance speech. The award will be hung in the Lower Level once they correct the address. They put us at 1 Burlington rather than Burling.

Ongoing

Weekly management meetings continued.

Advocacy

The Friends met on January 18. Simone McNeal, who has been president for the last 5 years, announced she will be stepping down. Elections will take place in the spring so a new Board will be "on board."

I had several meetings with the Chamber Board this month. A general Chamber meeting was held on January 19. The organization is in great disarray and trying to decide its future.

Special Projects

The completion of work on the Lower Level is in its final stages! The additional trees were added to the Early Learners Area to complete the forest. The outer doors and glass are to be installed within the next two weeks and the decorative panels have shipped.

The bathrooms are under renovation, as well. They began with the men's room so there would be one restroom available for use. A latch lock was temporarily installed on the women's door so it could be used as a unisex facility. Once the bathroom and the final Lower Level installations are complete, I will send the information on the bond money to our bond attorney, Seema Patel, who will then make the determination on the remaining funds. It would be nice to know that information by March.

Building Maintenance


The fireplace starter unit was replaced, funded by an end of year donation by a patron. It is nice to have the fire warming the Great Room again.

The snow and ice have necessitated a lot of visits by Bullseye to keep our sidewalks and ramp clear and safe. I am hoping for a clearer February and March or else our snow removal budget will be high!

Routine elevator maintenance took place this month.



Library Board Memorandum

To: Board of Trustees 
From: Janice Foley, Library Director
Date: January 18, 2022
Re: Approval of 2022 Board Meeting Dates

Attached is the list of 2022 Board Meeting dates, which should be amended or approved as necessary.

JAF:cl
Encs.



1 Burling Rd
Riverside IL
60546-2259
P 708.442.6366
F 708.442.9462

PUBLIC NOTICE

The Riverside Public Library Board meeting dates have been set for 2022. The second Tuesday of each month is the regularly scheduled date, at 7:30 pm in the Community Room of the Library, 1 Burling Road, Riverside, IL.


The meeting dates are as follows:

January 11, 2022
February 8, 2022
March 8, 2022
April 12, 2022
May 10, 2022
June 14, 2022
July 12, 2022
August 9, 2022
September 13, 2022
October 11, 2022
November 8, 2022
December 13, 2022

APPROVED by the Board of Trustees February 8, 2022



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director 
Date: January 20, 2022
Re: Annual Report – IPLAR 2022

All Illinois public libraries are required by statute [[75 ILCS 16/30-65](#)] to prepare an annual report (IPLAR) to be submitted to the State Library as a condition of system membership. This report needs to be submitted to the State within 60 days of budget year ending.

Attached is our 2022 report which reports on 2021. It is obvious from the numbers that COVID has impacted our statistics for service but the numbers are much better than last year. I know that all libraries in the State will be providing similar changes from previous years. Please let me know if you have any questions or changes for any of the responses.

JAF:cl
Encs.

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30579
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0689
1.3b FSCS_SEQ [PLSC 700]	001
1.4a Legal Name of Library [PLSC 152]	Riverside Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	1
1.5a Facility Street Address [PLSC 153]	Burling Road
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	Riverside
1.6a Facility City [PLSC 154]	Riverside
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60546
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	Riverside Public Library,
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Riverside
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60546
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	708-442-6366
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	708-442-9462
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.riversidelibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Janice Foley
1.15 Title	Library Director
1.16 Library Director's E-mail	janicefoley@riversidelibrary.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	Village
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries: _____

Legal name of library you contract with: _____

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a	County in which the administrative entity is located [PLSC 161]	Cook
1.21b	If the administrative entity's county has changed, then enter the updated answer here.	
1.22a	Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b	IF YES, indicate the reason for the boundary change	
1.23a	Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	8,875
1.23b	If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c	Documentation of legal population change	
1.24	If the population has changed from the prior year's answer, then indicate the reason.	
1.25a	This library is currently a member of what Illinois library system?	RAILS
1.25b	If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26	Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27	Does this library have paid staff?	Yes
1.28	Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29	Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30	Is this library supported in whole or in part with public funds?	Yes
1.31	Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712] **0**
 2.1b Total number of branch libraries [PLSC 210] **0**
 2.2a Are any of the branch libraries a combined public and school library? **No**
 2.2b If YES, provide the name of the branch or branches in the box provided.

Service Outlet Name

Location **2.3a Branch or Bookmobile Legal Name [PLSC 702]** **2.3b If the outlet's legal name has changed, then enter the updated answer here.** **2.3c Was this an official name change?**
 RIVERSIDE P.L. **RIVERSIDE PUBLIC LIBRARY**

ISL Control Number

Location **2.4 ISL Control # [PLSC 701]** **2.5 ISL Branch # [PLSC 701]**
 RIVERSIDE P.L. **30579** **3057900**

Street Address

Location **2.6a Street Address [PLSC 703]** **2.6b If the outlet's street address has changed, then enter the updated answer here.** **2.6c Was this a physical location change?**
 RIVERSIDE P.L. **1 BURLING ROAD**

Address

Location **2.7a City [PLSC 704]** **2.7b If the outlet's city has changed, then enter the updated answer here.** **2.8a Zip Code [PLSC 705]** **2.8b If the outlet's zip code has changed, then enter the updated answer here.**
 RIVERSIDE P.L. **RIVERSIDE** **60546**

County & Phone

Location **2.9a County [PLSC 707]** **2.9b If the outlet's county has changed, then enter the updated answer here.** **2.10a Telephone [PLSC 708]** **2.10b If the outlet's phone number has changed, then enter the updated answer here.**
 RIVERSIDE P.L. **Cook** **7084426366**

Square Feet

Location **2.11a Square Footage of Outlet [PLSC 711]** **2.11b If the facility's square footage has changed, then enter the updated answer here.** **2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.**
 RIVERSIDE P.L. **17,500**

IDs

Hours and Attendance

Location **2.12 Total public service hours PER YEAR for this service outlet [PLSC 713]** **2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLSC 714]** **2.14 Total annual attendance/visits in the outlet** **2.15 Number of Weeks an Outlet Closed Due to COVID-19** **2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19**

RIVERSIDE P.L. 13,120 40

51,162

12

26

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	01/01/2021
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2021
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Janice Foley
3.5 Telephone Number of Person Preparing Report	708-442-6366
3.6 FAX Number	708-442-9462
3.7 E-Mail Address	janicefoley@riversidelibrary.org

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation