

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 7:00 pm on Tuesday, August 11, 2026 in the Foley Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:00 pm**
- II. Roll Call**
- III. Welcome Guests**
- IV. Public Comment**
- V. Approve Regular Meeting Minutes of June 23, 2026 – *Action Item***
- VI. Review of June Bills—*Action Item***
Review of July Bills – *Action Item*
- VII. Review of June Financial Statements—*Action Item***
Review of July Financial Statements – *Action Item*
- VIII. Committee Reports**
 - A. Finance – Nancy DeFauw**
 - B. Building & Grounds – Ken Circo and Tracy Bohrer**
 - C. Policy & Bylaws – Dan Loucks**
 - 1. Identity Protection Policy – ***Action Item***
 - 2. Privacy and Confidentiality Policy – ***Action Item***
 - 2. Notary Service Policy – ***Action Item***
 - D. Technology – Mickey Novak**
 - E. Communications and Marketing – Courtney Greve Hack and Amy Bilow**
 - F. Capital Improvement Plan - Ken Circo and Tracy Bohrer**
 - 1. Capital Improvement Project List
- IX. Staff Reports**
 - A. Youth and Teen Services Manager—Nora Durbin**
 - B. Circulation Services & Computer Services Manager—Sharon Shroyer**
 - C. Information Services—Diane Silva**
 - D. Monthly Statistics**
- X. Director's Report—Janice Foley**
- XI. Unfinished Business**
- XII. New Business**
 - A. RPL Strategic Plan 2026 - 2029 – *Action Item***
 - B. 2026 Tax Levy and 2027 Preliminary Operating Budget – *Action Item***
 - C. Staff Training – request for late open – *Action Item***



XIII. Announcements

- A. Person of the Year dinner tickets

XIV. Correspondence & FYIs

- A. Donation from the Riverside Junior Women's Charity
- B. Studio GC marketing postcard

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
June 23, 2026**

Held Tuesday, June 23, 2026 in the Foley Community Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:00 pm.

In Attendance: Ken Circo, President; Courtney Greve Hack, Vice President; Dan Loucks, Secretary; Nancy DeFauw, Treasurer; Amy Bilow, Trustee; and Tracy Bohrer, Trustee.

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

Absent: Mickey Novak, Trustee

Called to order at 7:02 pm by Ken Circo, President

Review of Regular Meeting Minutes - May

Courtney Greve Hack moved, and Dan Loucks seconded, that the Board approve the minutes of the May 12, 2026 regular meeting.

Ayes: Bohrer, DeFauw, Greve Hack, Loucks

Nays: None

Abstained: None

The motion passed.

Review of Current Bills - May

Nancy DeFauw moved, and Courtney Greve Hack seconded, that the Board approve accounts payable check numbers 24737 through 24777, including voided check numbers 24750 and 24768, and the payment of payroll checks for department numbers 01 through 04, which includes payroll through May 30, 2026, in the total amount of \$104,233.47.

Roll Call Vote:

Ayes: Bohrer, DeFauw, Greve Hack, Loucks

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements - May

Courtney Greve Hack moved, and Tracy Bohrer seconded, that the Board approve the financial statements for May 30, 2026, subject to audit.

Roll Call Vote:

Ayes: Bohrer, DeFauw, Greve Hack, Loucks

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance Committee

We received the auditor's report. There was nothing of note. We do have questions on the fund balance which we are following up on. We have not received any additional tax revenue yet. We recently received notice that we'll be receiving more in this year's per capita grant than last year, up to over \$15,000 from \$13,000 last year.

Building and Grounds Committee

The exterior ramp project is moving forward. The insulation was replaced on the SPOT window.

Policy and Bylaws Committee

Library Use Policy

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

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

Nays: None

Abstained: None

The motion passed.

Room Use Policy

Courtney Greve Hack moved, and Tracy Bohrer seconded, that the Board approve the Room Use policy with the discussed edits.

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

Nays: None

Abstained: None

The motion passed.

The SPOT Makerspace Use Policy

Nancy DeFauw moved, and Amy Bilow seconded, that the Board approve the SPOT Makerspace Use policy.

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

Nays: None

Abstained: None

The motion passed.

Technology Committee

The committee is meeting tomorrow.

Communication and Marketing Committee

The Board asking several questions regarding how are we going to communicate the exterior ramp project to the community. They discussed sharing the project timeline, providing information in an upcoming newsletter, and drafting an article for the Landmark. The Board stated it would be important to share some information prior to the Village's approval of the project.

Capital Improvement Plan

The committee met last week. We will have draft document to share with the Board at our August meeting.

Staff Reports

Summer Reading is underway. We have purchased the new short-throw projector using the funds donated by Friends. We've noticed that the number of patrons requesting

notary services has decreased. Perhaps having only one notary on staff will be sufficient.

Director's Report

There are no updates on the CS and staff area renovations. We've had several patron incidents in the last week or so. One involved a minor acting inappropriately towards YTS staff. Another involved a young man who arrived at the circulation services desk, stated he "hacked" into our computer system, and then said he could fix the issue and asked for a job application. We called the police to inform them. The third involved two men, who apparently were law enforcement of some kind. They were carrying their weapons and stated they were waiting for a judge. They left after staff had a conversation with them. We called the police to inform them again.

Trustee Greve Hack asked if the Board could please be notified anytime the police are called.

Please let Director Foley know if you'd like to march in the July 4th parade.

Unfinished Business

Wordsmiths Society Group Participation Agreement

Courtney Greve Hack moved, and Dan Loucks seconded, the approval of the Wordsmiths Society Writers' Group Participation Agreement with the discussed edit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

New Business

Resolution 2026-1 – Accessibility Ramp

Courtney Greve Hack moved, and Nancy DeFauw seconded, the approval of Resolution 2026-1 regarding the architect contract for the accessibility ramp.

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

Nays: None

Abstained: None

The motion passed.

Masonry Repairs Quote

Courtney Greve Hack moved, and Nancy DeFauw seconded, the approval of the Holton Brothers quote for the south and west elevation (excluding the southwest gable and northeast upper chimney). The quote for the south elevation is \$17,515 and the quote for the west elevation is \$16,730 for a total of \$34,245.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Front Foyer Stairs Repair Quote

Courtney Greve Hack moved, and Tracy Bohrer seconded, the approval of Holton Brothers quote of \$5,150 for replacing the bluestone with reclaimed stone supplied by the Library on four of the front foyer stairs.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Trustee Bohrer asked how long this repair will take. Several issues involving access to the building during the project were discussed.

Terrace HVAC Replacement Quote

Nancy DeFauw moved, and Amy Bilow seconded, the approval of the GT Mechanical quote of \$18,762 for replacement of the two indoor wall mount heating and air conditioning units in the Terrace.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Director Foley suggested we could reach out to the Friends to pay a portion of this project.

Correspondence

The Board acknowledged thank you letter from the family of Maripat Scanlon.

Adjournment

Upon motion by Nancy DeFauw seconded by Amy Bilow, and passed unanimously, the meeting was adjourned at 8:05 pm.

President

Secretary

Riverside Public Library

CASH DISBURSEMENTS

JUNE 2026

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR JUNE 2026 ACCOUNTS PAYABLE
AND JUNE 2026 PAYROLL = \$82,988.97**

Including voided checks: #24805

Riverside Public Library
Cash Balances
As of 6/30/2026

	Balance, <u>6/30/2026</u>
Consolidated Operating Funds:	
First American- Checking	89,167.72
First American- Payroll	<u>22,803.68</u>
Total First American accounts	111,971.40
 Illinois Funds	
Operating Fund	985,852.47
Capital Improvements Funds	639,945.68
Working Cash Fund	174,614.32
Library Bond Fund	<u>39,197.10</u>
Total Illinois Funds	1,839,609.57
 Total Operating Funds Cash Balances	1,951,580.97
 Gift & Endowment Funds:	
Gifts and Donations Fund	215,243.22
Batko Endowment Fund	7,023.87
Youth and Teen Tech Fund	56,837.08
 Total Gift & Endowment Funds	279,104.17
 Total Funds	 <u>2,230,685.14</u>

The Riverside Public Library
Check/Voucher Register - A/P Checks
From 6/1/2026 Through 6/30/2026

Check Number	Check Date	Payee	Check Amount	Transaction Description
24778	6/4/2026	Garvey's Office Products	333.06	Receipt Paper, Copy Paper
24779	6/4/2026	Ingram Library Services	192.33	11 Titles
24780	6/10/2026	Greg Hannah Plumbing	285.00	Women's bathroom drain unclog
24781	6/10/2026	Lofton Landscaping Company	305.00	Mow, trim, weed, seed
24782	6/10/2026	Madison National Life	32.19	Life Insurance - June
24783	6/10/2026	News Bank, Inc	1,148.00	Annual Subscription
24784	6/10/2026	North Suburban Employee Benefit Coc	563.00	Dental May
24785	6/10/2026	North Suburban Employee Benefit Coc	8,584.00	Medical May
24786	6/10/2026	Village of Riverside	547.94	Water Bill
24787	6/10/2026	Today's Business Solutions Inc.	150.00	Remote Installation
24788	6/16/2026	Alarm Detection Systems, Inc.	1,227.06	Quarterly Charges Jul-Sep
24789	6/16/2026	Colley Elevator Co.	240.00	Elevator Maintenance
24790	6/16/2026	Grace Seeds Ministry	50.00	Sustainable Gardening Program by Sallie Boge
24791	6/22/2026	Blue Cross Blue Shield of Illinois	3,338.65	Medical - July
24792	6/22/2026	Garvey's Office Products	220.42	Copy Paper and Garbage Bags
24793	6/22/2026	KC Cleaning, Inc.	2,000.00	Janitorial Services
24794	6/22/2026	Business Card	1,078.33	Credit Card Purchases
24795	6/22/2026	NCPERS Group Life Ins	64.00	Term Life - Forsyth & Silva - June & July
24796	6/22/2026	NICOR Gas	490.23	Gas Bill
24797	6/22/2026	OverDrive, Inc	302.66	Ebook and Audiobook
24798	6/22/2026	Terminix Anderson	152.02	Service Maintenance
24799	6/22/2026	Unique Management Services, Inc.	59.10	May Placements
24800	6/25/2026	Delta Dental of Illinois- Vision	82.18	Vision - June
24801	6/29/2026	Village of Riverside	6,299.42	June 2026 IMRF
1716	6/30/2026	Administration	8,109.16	Group: 01
1717	6/30/2026	Information Services	13,469.15	Group: 02
1718	6/30/2026	Children & Youth Services	6,860.89	Group: 03
1719	6/30/2026	Patron Services	13,641.51	Group: 04
			<u>69,825.30</u>	
	6/5/2026	EFTPS - Employer Portion	2,126.53	
	6/19/2026	EFTPS - Employer Portion	2,127.53	
ACH00107	6/30/2026	Comcast Cable	238.79	High Speed Internet
ACH00108	6/30/2026	Comcast Cable	500.98	Phone Bill
ACH00109	6/30/2026	Leaf	<u>816.96</u>	Copier Rental
Report Total			<u>75,636.09</u>	

The Riverside Public Library
Check/Voucher Register - A/P Checks
From 7/6/2026 Through 7/6/2026

Check Number	Check Date	Payee	Check Amount	Transaction Description
24803	7/6/2026	Amazon Capital Sevices	3,000.92	Amazon Purchases
24804	7/6/2026	Cintas Corporation LOC. 769	920.72	Mats and Cleaning Supplies
24806	7/6/2026	Ingram Library Services	2,577.60	Various Titles
24807	7/6/2026	Midwest Tape	<u>853.61</u>	Digital Subscriptions
Report Total			<u>7,352.85</u>	

Amazon Charges Summary
6/01/26 - 6/30/26

(0.95)	Shipping Discount
15.86	Office Supplies
18.66	Library Supplies
(10.27)	Building Maintenance
172.12	Books
83.60	Movies
197.76	Summer Reading
1671.35	Friends of the Library - New Projector
41.43	SPOT
5.99	YTS Programs
84.83	YTS DVDs
4.74	YTS Books
3.68	Advertising
510.28	Network Maintenance
194.25	Toner
7.59	Tech Supplies
3,000.92	Total

Riverside Public Library
List of credit card charges
Check dated 6/22/2026

75.00	Caden Marshall	New Star Restaurant
9.99	Cricut	Monthly Subscription
28.34	Netflix	Monthly Subscription
34.64	Hulu	Monthly Subscription
25.50	USPS	Postage
720.00	Mobile Beacon	Device Renewal (6)
184.86	USPS	Various Stamps

1,078.33

Riverside Public Library

FINANCIAL REPORTS

For 6 Months Ending

June 30, 2026

UNAUDITED



The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 6/30/2026

	<u>Current Period Balance</u>
Assets	
Illinois Fund-Operating Fund	985,852.47
Ill Fund Prime-Special Reserve Fund	(0.01)
1st American-Checking Account	91,931.62
1st American-Payroll Account	268.20
Riverside Bank savings account	0.01
Illinois Fund- Library Bond Fund	(42,292.80)
Property Tax Receivable	(1,521,704.00)
Due from Other Funds	3,845.10
Due from other groups	520.19
Due from Friends of the Library	373.17
Staff Receivables	4.11
Due from Vlg of Riverside	1,773.00
Fixed Assets	2,100,381.00
Prepaid Expense	3,373.00
Total Assets	<u><u>1,624,325.06</u></u>
Liabilities	
Accounts Payable	8,027.14
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,143.44
IMRF Payable	(301.84)
Deferred Property Taxes	(1,521,704.45)
Accrued Payroll	6,245.84
Health Insurance Payable	3,866.79
Term Life Insurance Payable	(141.64)
Due to Other Funds	50.00
Due to Library Gift Fund	1,693.48
Due to Friends of the Library	125.00
Due to Olmsted Society	20.00
Due to Historical Society	40.00
Due to Preservation Commission	3.00
Investment in Fixed Assets	2,100,381.00
Total Liabilities	<u><u>599,387.19</u></u>
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	1,030,218.33
Restricted for Audit	3,502.75
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	256.63
Total Beginning Fund Balances	1,032,176.50
Excess Revenues/(Expenditures)	
2025 Property Tax	1,166,773.15
Other	(1,174,011.78)
Total Excess Revenues/(Expenditures)	(7,238.63)
Total Fund Balances	<u><u>1,024,937.87</u></u>
Total Liabilities & Fund Balances	<u><u>1,624,325.06</u></u>

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 6/1/2026 Through 6/30/2026

	Current Period Actual	Current Year Actual 6 mos.ending 6/30/2026	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2024 Property Tax Revenue	0.00	391,650.57	0.00	391,650.57	0.00%
2025 Property Tax	58,857.42	1,166,773.15	1,313,900.00	(147,126.85)	(11.20)%
Lower Level Bond revenue	0.00	0.00	126,000.00	(126,000.00)	(100.00)%
Total Property Taxes	<u>58,857.42</u>	<u>1,558,423.72</u>	<u>1,439,900.00</u>	<u>118,523.72</u>	<u>8.23%</u>
Inter Government Funds					
Per capita state grants	0.00	0.00	7,000.00	(7,000.00)	(100.00)%
Corporate Replacement Taxes	3,874.18	7,351.72	15,000.00	(7,648.28)	(50.99)%
Total Inter Government Funds	<u>3,874.18</u>	<u>7,351.72</u>	<u>22,000.00</u>	<u>(14,648.28)</u>	<u>(66.58)%</u>
Interest on Operating Funds					
Interest-Illinois Funds	3,057.66	18,823.72	15,000.00	3,823.72	25.49%
Total Interest on Operating Funds	<u>3,057.66</u>	<u>18,823.72</u>	<u>15,000.00</u>	<u>3,823.72</u>	<u>25.49%</u>
Fees for Services					
Fines	493.25	1,219.13	700.00	519.13	74.16%
Fax Fees	0.30	150.20	0.00	150.20	0.00%
SPOT revenue/'internet fees'	0.00	0.00	50.00	(50.00)	(100.00)%
Printing Fees	387.62	2,449.27	1,700.00	749.27	44.07%
Book & Video Sales	413.75	2,868.54	3,000.00	(131.46)	(4.38)%
Adult Replacement Fees	10.00	196.39	100.00	96.39	96.39%
CYS Replacement Fees	6.00	71.99	100.00	(28.01)	(28.01)%
ILL Fees	10.00	136.00	50.00	86.00	172.00%
Lost Book Credit	0.00	31.00	100.00	(69.00)	(69.00)%
The SPOT revenue	22.50	173.00	0.00	173.00	0.00%
Meeting Room Charges	25.00	75.00	100.00	(25.00)	(25.00)%
Total Fees for Services	<u>1,368.42</u>	<u>7,370.52</u>	<u>5,900.00</u>	<u>1,470.52</u>	<u>24.92%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	332.67	694.22	200.00	494.22	247.11%
Donations	10.40	40.49	0.00	40.49	0.00%
Total Miscellaneous Revenue	<u>343.07</u>	<u>734.71</u>	<u>200.00</u>	<u>534.71</u>	<u>267.36%</u>
Total Revenues	<u>67,500.75</u>	<u>1,592,704.39</u>	<u>1,483,000.00</u>	<u>109,704.39</u>	<u>7.40%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 6/1/2026 Through 6/30/2026

	Current Period Actual	Current Year Actual- 6 mos.ending 6/30/2026	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	60,674.40	396,147.79	815,000.00	418,852.21	51.39%
Health & Life Insurance	8,531.98	41,992.97	80,000.00	38,007.03	47.51%
Employer's Portion - IMRF	3,888.92	24,932.12	50,000.00	25,067.88	50.14%
Employer's Portion - FICA	4,254.06	28,177.23	62,000.00	33,822.77	54.55%
Unemployment Comp Expense	42.24	661.62	1,800.00	1,138.38	63.24%
Total Personnel Services	77,391.60	491,911.73	1,008,800.00	516,888.27	51.24%
Supplies					
Office Supplies	177.32	1,073.93	3,000.00	1,926.07	64.20%
Library Supplies	244.75	671.53	3,500.00	2,828.47	80.81%
Building Maintenance Supplies	701.08	3,977.63	8,000.00	4,022.37	50.28%
Ink Cartridges	194.25	1,160.45	1,500.00	339.55	22.64%
Total Supplies	1,317.40	6,883.54	16,000.00	9,116.46	56.98%
Contractual Services					
Janitorial	2,000.00	12,000.00	32,000.00	20,000.00	62.50%
Water	547.94	1,407.87	5,000.00	3,592.13	71.84%
Gas	490.23	10,383.67	15,000.00	4,616.33	30.78%
Bldg Maint-Renovation Exp	0.00	21.50	0.00	(21.50)	0.00%
Building Maintenance	1,162.42	13,295.97	35,000.00	21,704.03	62.01%
Small Equipment Maintenance	0.00	0.00	1,000.00	1,000.00	100.00%
Equipment Maintenance	1,467.06	8,088.63	18,000.00	9,911.37	55.06%
Furnishings & Equipment	0.00	525.00	4,000.00	3,475.00	86.88%
Copier Rental & Maintenance	816.96	4,901.76	11,000.00	6,098.24	55.44%
Total Contractual Services	6,484.61	50,624.40	121,000.00	70,375.60	58.16%
Electronic Resources					
On-line Data Bases	2,001.61	13,163.49	34,000.00	20,836.51	61.28%
SWAN Computer	0.00	11,957.00	30,000.00	18,043.00	60.14%
Internet Expense	238.79	1,432.74	3,200.00	1,767.26	55.23%
Patron Subscription services	782.98	1,081.98	5,000.00	3,918.02	78.36%
Total Electronic Resources	3,023.38	27,635.21	72,200.00	44,564.79	61.72%
Information Services					
Books	2,191.05	10,007.41	19,500.00	9,492.59	48.68%
Standing Order Books	362.18	1,966.27	4,500.00	2,533.73	56.31%
Periodicals	0.00	2,919.51	10,000.00	7,080.49	70.80%
Videos	83.60	1,142.08	3,000.00	1,857.92	61.93%
Digital Material	302.66	1,138.35	2,000.00	861.65	43.08%
Library of Things expenses	0.00	130.65	500.00	369.35	73.87%
The SPOT expenses	41.43	378.91	950.00	571.09	60.11%
Total Information Services	2,980.92	17,683.18	40,450.00	22,766.82	56.28%
Children/Youth Services					
CYS Juvenile Books	157.11	3,117.34	5,000.00	1,882.66	37.65%
CYS Periodicals	0.00	0.00	150.00	150.00	100.00%
CYS Reference Books	0.00	0.00	400.00	400.00	100.00%
CYS Video Games	0.00	0.00	300.00	300.00	100.00%
CYS Young Adult	0.00	454.51	2,000.00	1,545.49	77.27%
CYS Easy Books	147.46	1,217.78	3,000.00	1,782.22	59.41%
CYS DVD	84.83	137.62	650.00	512.38	78.83%
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	47.87	300.00	252.13	84.04%
Total Children/Youth Services	389.40	4,975.12	12,000.00	7,024.88	58.54%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 6/1/2026 Through 6/30/2026

	Current Period Actual	Current Year Actual- 6 mos.ending 6/30/2026	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Marketing/Public Relations					
CYS Programming	5.99	300.79	1,000.00	699.21	69.92%
Adult Programming	50.00	2,492.50	4,800.00	2,307.50	48.07%
Library Programs	0.00	504.99	2,000.00	1,495.01	74.75%
Advertising Expenses	3.68	17.50	5,000.00	4,982.50	99.65%
Binding	0.00	0.00	200.00	200.00	100.00%
Newsletter Expense	0.00	9,443.07	18,000.00	8,556.93	47.54%
Total Marketing/Public Relations	59.67	12,758.85	31,000.00	18,241.15	58.84%
Administration					
Shipping Charges	62.05	358.12	700.00	341.88	48.84%
Legal Services	0.00	765.00	5,000.00	4,235.00	84.70%
Credit Bureau	59.10	443.25	800.00	356.75	44.59%
Telephone	500.98	3,277.51	10,000.00	6,722.49	67.22%
Postage	210.36	492.90	1,200.00	707.10	58.92%
Treasurer's Bond	0.00	500.00	500.00	0.00	0.00%
Liability Insurance	0.00	21,456.71	32,000.00	10,543.29	32.95%
Audit Fees	0.00	0.00	5,000.00	5,000.00	100.00%
Travel	0.00	0.00	200.00	200.00	100.00%
Seminars,Conferences,Meetings	40.00	321.40	1,000.00	678.60	67.86%
Membership Dues	0.00	350.00	1,000.00	650.00	65.00%
Accounting Expenses	0.00	3,263.05	6,000.00	2,736.95	45.62%
Staff Development	0.00	406.36	6,500.00	6,093.64	93.75%
Bond repayment	0.00	11,325.00	126,000.00	114,675.00	91.01%
Credit Card/Bank Fees	39.12	758.65	700.00	(58.65)	(8.38)%
Miscellaneous Expense	0.00	891.20	10,000.00	9,108.80	91.09%
Board Expense	75.00	150.00	1,500.00	1,350.00	90.00%
Capital Expense	674.29	674.29	38,300.00	37,625.71	98.24%
Total Administration	1,660.90	45,433.44	246,400.00	200,966.56	81.56%
Technology					
Technology Supplies	7.59	228.54	900.00	671.46	74.61%
Computer Consultant	0.00	1,095.00	2,000.00	905.00	45.25%
Network Maintenance	510.28	524.94	2,000.00	1,475.06	73.75%
Computer Hardware & Equipment	0.00	0.00	6,000.00	6,000.00	100.00%
E-Library Subscription Svs	159.99	10,149.88	15,000.00	4,850.12	32.33%
Computer Software	0.00	263.87	2,000.00	1,736.13	86.81%
Total Technology	677.86	12,262.23	27,900.00	15,637.77	56.05%
Total Operating Expense	90,962.36	642,532.49	1,503,550.00	861,017.51	57.27%
Miscellaneous Expenses					
Lost ILL Expense	0.00	(236.34)	0.00	236.34	0.00%
Transfer to Other Funds	0.00	418,290.82	0.00	(418,290.82)	0.00%
Total Miscellaneous Expenses	0.00	418,054.48	0.00	(418,054.48)	0.00%
Total Budgeted Expenses	93,985.74	1,088,222.18	1,575,750.00	487,527.82	30.94%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 6/1/2026 Through 6/30/2026

	Current Period Actual	Current Year Actual-6 mos.ending 6/30/2026	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2024 Property Tax Revenue	0.00	391,650.57	0.00	391,650.57	0.00%
2025 Property Tax	58,857.42	1,166,773.15	1,313,900.00	(147,126.85)	(11.20)%
Lower Level Bond revenue	0.00	0.00	126,000.00	(126,000.00)	(100.00)%
Total Property Taxes	58,857.42	1,558,423.72	1,439,900.00	118,523.72	8.23%
Inter Government Funds	3,874.18	7,351.72	22,000.00	(14,648.28)	(66.58)%
Interest	3,057.66	18,823.72	15,000.00	3,823.72	25.49%
Fees for Services	1,368.42	7,870.52	5,900.00	1,470.52	24.92%
Misc Revenue	343.07	734.71	200.00	534.71	267.36%
Total Revenues	67,500.75	1,592,704.39	1,483,000.00	109,704.39	7.40%
Total Revenue	67,500.75	1,592,704.39	1,483,000.00	109,704.39	7.40%
Expenditures					
Personnel Services	77,391.60	491,911.73	1,008,800.00	516,888.27	51.24%
Supplies	1,317.40	6,883.54	16,000.00	9,116.46	56.98%
Contractual Services	6,484.61	50,624.40	121,000.00	70,375.60	58.16%
Information Services	2,980.92	17,683.18	40,450.00	22,766.82	56.28%
Electronic Resources	3,023.38	27,635.21	72,200.00	44,564.79	61.72%
Children/Youth Services	389.40	4,975.12	12,000.00	7,024.88	58.54%
Marketing/Public Relations	59.67	12,758.85	31,000.00	18,241.15	58.84%
Administration	1,660.90	45,433.44	246,400.00	200,966.56	81.56%
Technology	677.86	12,262.23	27,900.00	15,637.77	56.05%
Total Expenditures	93,985.74	670,167.70	1,575,750.00	905,582.30	57.47%
Miscellaneous Expenses					
Misc Expenses	0.00	418,054.48	0.00	(418,054.48)	0.00%
Total Miscellaneous Expenses	0.00	418,054.48	0.00	(418,054.48)	0.00%
Total Expenditures	93,985.74	1,088,222.18	1,575,750.00	487,527.82	30.94%
Excess Revenues(Expenditures)	(26,484.99)	504,482.21	(92,750.00)	597,232.21	

Riverside Public Library

CASH DISBURSEMENTS

JULY 2026

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR JULY 2026 ACCOUNTS PAYABLE
AND JUNE JULY PAYROLL = \$122,455.89**

Including voided checks: #24849

Riverside Public Library
Cash Balances
As of 7/31/2026

	Balance, <u>7/31/2026</u>
Consolidated Operating Funds:	
First American- Checking	60,322.25
First American- Payroll	<u>268.21</u>
Total First American accounts	60,590.46
 Illinois Funds	
Operating Fund	829,660.65
Capital Improvements Fund	641,993.57
Working Cash Fund	175,173.10
Library Bond Fund	<u>39,322.53</u>
Total Illinois Funds	1,686,149.85
 Total Operating Funds Cash Balances	1,746,740.31
 Gift & Endowment Funds:	
Gift and Donations Fund	215,931.98
Batko Endowment Fund	7,046.35
Youth and Technology Fund	57,018.93
 Total Gift & Endowment Funds	279,997.26
 Total Funds	<u>2,026,737.57</u>

The Riverside Public Library
Check/Voucher Register - A/P Checks
From 7/1/2026 Through 7/31/2026

Check Number	Check Date	Payee	Check Amount	Transaction Description
24802	7/1/2026	Village of Riverside	674.29	Masonry Permit
24808	7/8/2026	Mandi Altepeter	110.90	ALA & Tonies Toys
24809	7/8/2026	Francesca Perry	87.27	ALA Seminar
24810	7/8/2026	Gabriel Fisher	86.61	ALA Seminar
24811	7/8/2026	Village of Riverside	403.34	HVAC Permit
24812	7/14/2026	Belcore Electric	515.00	Outlet Replacement
24813	7/14/2026	Delta Dental Insurance Company	15.50	Dental - July
24814	7/14/2026	Delta Dental of Illinois- Vision	82.18	Vision - July
24815	7/14/2026	Friends of the Riverside Public Library	150.00	Bingo Sponsorship
24816	7/14/2026	Heartland Business Systems, LLC	740.00	Software Support and Maintenance
24817	7/14/2026	Klein, Thorpe & Jenkins, Ltd.	637.50	Legal Services including Ramp
24818	7/14/2026	Lauterbach & Amen, LLP	5,000.00	Library Audit
24819	7/14/2026	Madison National Life	32.19	Life Insurance - July
24820	7/14/2026	North Suburban Employee Benefit Cor	563.00	Dental - June
24821	7/14/2026	North Suburban Employee Benefit Cor	8,584.00	Medical - June
24822	7/14/2026	OverDrive, Inc	554.87	Ebook and Audiobook
24823	7/14/2026	Scholastic Library Publishing	235.00	Summer Reading Supplies
24824	7/14/2026	SWAN	6,282.50	Quarterly Fees
24825	7/14/2026	Unique Management Services, Inc.	29.55	June Placements
24826	7/14/2026	Web Computer Consultants	585.00	Computer Consulting Services
24827	7/20/2026	Illinois Library Association	150.00	Annual Membership
24828	7/20/2026	KC Cleaning, Inc.	2,000.00	Janitorial Services
24829	7/20/2026	Krueger International, Inc	1,697.06	Chairs
24830	7/20/2026	LIMRICC-UCGA	219.89	State UC Tax 2nd QTR 2026
24831	7/20/2026	Lofton Landscaping Company	305.00	Landscaping
24832	7/20/2026	Village of Riverside	300.00	3rd Quarter Alarm
24833	7/23/2026	Business Card	2,169.90	Credit Card Purchases - Foley
24834	7/27/2026	Village of Riverside	9,023.53	IMRF - July 2026
24835	7/28/2026	Shred Spot	200.00	Shredding Services
24836	7/29/2026	Blue Cross Blue Shield of Illinois	3,338.65	Medical - August
24837	7/29/2026	Colley Elevator Co.	240.00	Elevator Maintenance
24838	7/29/2026	Friends of the Riverside Public Library	125.00	FOL Sales Reimbursement Jan-Jul 2026
24839	7/29/2026	Garvey's Office Products	175.47	Paper, Kleenex, Rubber Bands
24840	7/29/2026	GT Mechanical Projects & Design, Inc.	680.00	Quarterly Invoice - 1 of 4
24841	7/29/2026	Madison National Life	31.41	Life Insurance - August
24842	7/29/2026	NICOR Gas	249.91	Gas Bill
24843	7/29/2026	Frederick Law Olmsted Society	20.00	Item Sales
24844	7/29/2026	Riverside Historical Commission	40.00	Sales - Jan-Jul 2026
24845	7/29/2026	Riverside Preservation Commission	3.00	Item Sales
24846	7/29/2026	SWAN	39.17	Reciprocal Borrowing
1724	7/31/2026	Administration	12,243.40	Group: 01
1725	7/31/2026	Information Services	18,200.95	Group: 02
1726	7/31/2026	Children & Youth Services	11,890.92	Group: 03
1727	7/31/2026	Patron Services	20,490.70	Group: 04
			<u>109,202.66</u>	
			2,261.38	7/3/2026 EFTPS - Employer Portion
			1,988.20	7/17/2026 EFTPS - Employer Portion
			2,060.35	7/31/2026 EFTPS - Employer Portion
ACH00110	7/31/2026	Comcast Cable	238.79	High Speed Internet
ACH00111	7/31/2026	Comcast Cable	505.96	Phone Bill
ACH00112	7/31/2026	Leaf	<u>816.96</u>	Copier Rental
Report Total			<u>117,074.30</u>	

The Riverside Public Library
Check/Voucher Register - A/P Checks
From 8/11/2026 Through 8/11/2026

Check Number	Check Date	Payee	Check Amount	Transaction Description
24847	8/11/2026	Amazon Capital Sevices	1,019.94	Amazon Purchases
24848	8/11/2026	Cintas Corporation LOC. 769	812.96	Mats and Cleaning Supplies
24850	8/11/2026	Ingram Library Services	2,079.62	Various Titles
24851	8/11/2026	Midwest Tape	909.53	Digital Subscriptions
24852	8/11/2026	Village of Riverside	<u>559.54</u>	Water Bill
Report Total			<u>5,381.59</u>	

Amazon Charges Summary

7/01/26 - 7/31/26

38.21	Building Maintenance
88.33	Books
252.58	Movies
32.47	Summer Reading
6.29	Friends of the Library
12.52	SPOT
84.72	Bats at the Library
60.17	YTS Games
17.99	YTS STEAM
70.83	Advertising
333.66	Toner
22.17	Tech Supplies
1,019.94	Total

Riverside Public Library
List of credit card charges
Check dated 7/23/2026

13.18	Etsy	Material for Holiday Stroll Ornaments
71.54	La Estancia	Staff Appreciation
28.34	Netflix	Monthly Subscription
34.64	Hulu	Monthly Subscription
20.00	Autoban	Annual Subscription
9.99	Cricut	Monthly Subscription
36.20	Kohls	Summer Reading Program Supplies
6.31	Walmart	Item paid back by staff
99.95	Notary Public	Fisher Notary
1,645.75	Malwarebytes	AntiVirus Subscription
204.00	Jotform	Website Design (WCAG)

2,169.90

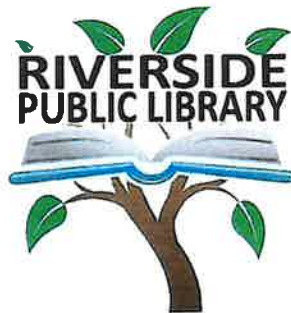
Riverside Public Library

FINANCIAL REPORTS

For 7 Months Ending

July 31, 2026

UNAUDITED



The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 7/31/2026

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	919,660.65
Ill Fund Prime-Special Reserve Fund	(0.01)
1st American-Checking Account	36,318.13
1st American-Payroll Account	268.20
Riverside Bank savings account	0.01
Illinois Fund- Library Bond Fund	(42,292.80)
Property Tax Receivable	(1,532,504.91)
Due from Other Funds	6,401.20
Due from other groups	520.19
Due from Friends of the Library	373.17
Staff Receivables	10.42
Due from Vlg of Riverside	1,773.00
Fixed Assets	2,100,381.00
Prepaid Expense	3,373.00
Total Assets	1,494,281.25
Liabilities	
Accounts Payable	5,082.87
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	983.48
IMRF Payable	(301.84)
Deferred Property Taxes	(1,532,505.36)
Accrued Payroll	6,245.84
Health Insurance Payable	7,733.82
Term Life Insurance Payable	(104.00)
Due to Other Funds	123.80
Due to Library Gift Fund	1,898.48
Due to Friends of the Library	5.00
Investment in Fixed Assets	2,100,381.00
Total Liabilities	589,482.52
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	1,030,218.33
Restricted for Audit	3,502.75
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	256.63
Total Beginning Fund Balances	1,032,176.50
Excess Revenues/(Expenditures)	
2025 Property Tax	1,177,574.06
Other	(1,304,951.83)
Total Excess Revenues/(Expenditures)	(127,377.77)
Total Fund Balances	904,798.73
Total Liabilities & Fund Balances	1,494,281.25

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 7/1/2026 Through 7/31/2026

	Current Period Actual	Current Year Actual 7 mos.ending 7/31/2026	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2024 Property Tax Revenue	0.00	391,650.57	0.00	391,650.57	0.00%
2025 Property Tax	10,800.91	1,177,574.06	1,313,900.00	(136,325.94)	(10.38)%
Lower Level Bond revenue	0.00	0.00	126,000.00	(126,000.00)	(100.00)%
Total Property Taxes	10,800.91	1,569,224.63	1,439,900.00	129,324.63	8.98%
Inter Government Funds					
Per capita state grants	0.00	0.00	7,000.00	(7,000.00)	(100.00)%
Corporate Replacement Taxes	2,716.05	10,067.77	15,000.00	(4,932.23)	(32.88)%
Total Inter Government Funds	2,716.05	10,067.77	22,000.00	(11,932.23)	(54.24)%
Interest on Operating Funds					
Interest-Illinois Funds	3,007.27	21,830.99	15,000.00	6,830.99	45.54%
Total Interest on Operating Funds	3,007.27	21,830.99	15,000.00	6,830.99	45.54%
Fees for Services					
Fines	431.98	1,651.11	700.00	951.11	135.87%
Fax Fees	0.00	150.20	0.00	150.20	0.00%
SPOT revenue/internet fees'	0.00	0.00	50.00	(50.00)	(100.00)%
Printing Fees	416.16	2,865.43	1,700.00	1,165.43	68.55%
Book & Video Sales	404.75	3,273.29	3,000.00	273.29	9.11%
Adult Replacement Fees	31.00	227.39	100.00	127.39	127.39%
CYS Replacement Fees	20.00	91.99	100.00	(8.01)	(8.01)%
ILL Fees	0.00	136.00	50.00	86.00	172.00%
Lost Book Credit	0.00	31.00	100.00	(69.00)	(69.00)%
The SPOT revenue	27.00	200.00	0.00	200.00	0.00%
Meeting Room Charges	0.00	75.00	100.00	(25.00)	(25.00)%
Total Fees for Services	1,330.89	8,701.41	5,900.00	2,801.41	47.48%
Miscellaneous Revenue					
Miscellaneous Revenue	35.00	729.22	200.00	529.22	264.61%
Donations	6.50	46.99	0.00	46.99	0.00%
Total Miscellaneous Revenue	41.50	776.21	200.00	576.21	288.11%
Total Revenues	17,896.62	1,610,601.01	1,483,000.00	127,601.01	8.60%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 7/1/2026 Through 7/31/2026

	Current Period Actual	Current Year Actual- 7 mos.ending 7/31/2026	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	89,817.65	485,965.44	815,000.00	329,034.56	40.37%
Health & Life Insurance	8,563.39	50,556.36	80,000.00	29,443.64	36.80%
Employer's Portion - IMRF	5,570.65	30,502.77	50,000.00	19,497.23	38.99%
Employer's Portion - FICA	6,309.93	34,487.16	62,000.00	27,512.84	44.38%
Unemployment Comp Expense	59.93	721.55	1,800.00	1,078.45	59.91%
Total Personnel Services	110,321.55	602,233.28	1,008,800.00	406,566.72	40.30%
Supplies					
Office Supplies	9.99	1,083.92	3,000.00	1,916.08	63.87%
Library Supplies	0.00	671.53	3,500.00	2,828.47	80.81%
Building Maintenance Supplies	506.89	4,484.52	8,000.00	3,515.48	43.94%
Ink Cartridges	313.66	1,474.11	1,500.00	25.89	1.73%
Total Supplies	830.54	7,714.08	16,000.00	8,285.92	51.79%
Contractual Services					
Janitorial	2,000.00	14,000.00	32,000.00	18,000.00	56.25%
Water	559.54	1,967.41	5,000.00	3,032.59	60.65%
Gas	249.91	10,633.58	15,000.00	4,366.42	29.11%
Bldg Maint-Renovation Exp	0.00	21.50	0.00	(21.50)	0.00%
Building Maintenance	525.21	13,821.18	35,000.00	21,178.82	60.51%
Small Equipment Maintenance	0.00	0.00	1,000.00	1,000.00	100.00%
Equipment Maintenance	1,960.00	10,048.63	18,000.00	7,951.37	44.17%
Furnishings & Equipment	0.00	525.00	4,000.00	3,475.00	86.88%
Copier Rental & Maintenance	816.96	5,718.72	11,000.00	5,281.28	48.01%
Total Contractual Services	6,111.62	56,736.02	121,000.00	64,263.98	53.11%
Electronic Resources					
On-line Data Bases	909.53	14,073.02	34,000.00	19,926.98	58.61%
SWAN Computer	6,282.50	18,239.50	30,000.00	11,760.50	39.20%
Internet Expense	238.79	1,671.53	3,200.00	1,528.47	47.76%
Patron Subscription services	62.98	1,144.96	5,000.00	3,855.04	77.10%
Total Electronic Resources	7,493.80	35,129.01	72,200.00	37,070.99	51.34%
Information Services					
Books	1,194.75	11,202.16	19,500.00	8,297.84	42.55%
Standing Order Books	365.10	2,331.37	4,500.00	2,168.63	48.19%
Periodicals	20.00	2,939.51	10,000.00	7,060.49	70.60%
Videos	252.58	1,394.66	3,000.00	1,605.34	53.51%
Digital Material	554.87	1,693.22	2,000.00	306.78	15.34%
Library of Things expenses	0.00	130.65	500.00	369.35	73.87%
The SPOT expenses	12.52	391.43	950.00	558.57	58.80%
Total Information Services	2,399.82	20,083.00	40,450.00	20,367.00	50.35%
Children/Youth Services					
CYS Juvenile Books	162.80	3,280.14	5,000.00	1,719.86	34.40%
CYS Periodicals	0.00	0.00	150.00	150.00	100.00%
CYS Reference Books	0.00	0.00	400.00	400.00	100.00%
CYS Video Games	0.00	0.00	300.00	300.00	100.00%
CYS Young Adult	143.49	598.00	2,000.00	1,402.00	70.10%
CYS Easy Books	186.79	1,404.57	3,000.00	1,595.43	53.18%
CYS DVD	0.00	137.62	650.00	512.38	78.83%
CYS Toys & Puzzles	60.17	60.17	100.00	39.83	39.83%
CYS Storytime Resources	0.00	0.00	100.00	100.00	100.00%
CYS STEAM	61.95	109.82	300.00	190.18	63.39%
Total Children/Youth Services	615.20	5,590.32	12,000.00	6,409.68	53.41%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 7/1/2026 Through 7/31/2026

	Current Period Actual	Current Year Actual- 7 mos.ending 7/31/2026	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Marketing/Public Relations					
CYS Programming	0.00	300.79	1,000.00	699.21	69.92%
Adult Programming	0.00	2,492.50	4,800.00	2,307.50	48.07%
Library Programs	0.00	504.99	2,000.00	1,495.01	74.75%
Advertising Expenses	84.01	101.51	5,000.00	4,898.49	97.97%
Binding	0.00	0.00	200.00	200.00	100.00%
Newsletter Expense	0.00	9,443.07	18,000.00	8,556.93	47.54%
Total Marketing/Public Relations	84.01	12,842.86	31,000.00	18,157.14	58.57%
Administration					
Shipping Charges	54.00	412.12	700.00	287.88	41.13%
Legal Services	637.50	1,402.50	5,000.00	3,597.50	71.95%
Credit Bureau	29.55	472.80	800.00	327.20	40.90%
Telephone	505.96	3,783.47	10,000.00	6,216.53	62.17%
Postage	(1.64)	491.26	1,200.00	708.74	59.06%
Treasurer's Bond	0.00	500.00	500.00	0.00	0.00%
Liability Insurance	0.00	21,456.71	32,000.00	10,543.29	32.95%
Audit Fees	5,000.00	5,000.00	5,000.00	0.00	0.00%
Travel	0.00	0.00	200.00	200.00	100.00%
Seminars,Conferences,Meetings	240.82	562.22	1,000.00	437.78	43.78%
Membership Dues	249.95	599.95	1,000.00	400.05	40.01%
Accounting Expenses	0.00	3,263.05	6,000.00	2,736.95	45.62%
Staff Development	71.54	477.90	6,500.00	6,022.10	92.65%
Bond repayment	0.00	11,325.00	126,000.00	114,675.00	91.01%
Credit Card/Bank Fees	20.46	779.11	700.00	(79.11)	(11.30)%
Miscellaneous Expense	200.00	1,091.20	10,000.00	8,908.80	89.09%
Board Expense	150.00	300.00	1,500.00	1,200.00	80.00%
Capital Expense	0.00	674.29	38,300.00	37,625.71	98.24%
Total Administration	7,158.14	52,591.58	246,400.00	193,808.42	78.66%
Technology					
Technology Supplies	22.17	250.71	900.00	649.29	72.14%
Computer Consultant	585.00	1,680.00	2,000.00	320.00	16.00%
Network Maintenance	515.00	1,039.94	2,000.00	960.06	48.00%
Computer Hardware & Equipment	0.00	0.00	6,000.00	6,000.00	100.00%
E-Library Subscription Svs	1,859.74	12,009.62	15,000.00	2,990.38	19.94%
Computer Software	0.00	263.87	2,000.00	1,736.13	86.81%
Total Technology	2,981.91	15,244.14	27,900.00	12,655.86	45.36%
Total Operating Expense	130,502.79	773,035.28	1,503,550.00	730,514.72	48.59%
Miscellaneous Expenses					
Lost ILL Expense	39.17	(197.17)	0.00	197.17	0.00%
Transfer to Other Funds	0.00	418,290.82	0.00	(418,290.82)	0.00%
Total Miscellaneous Expenses	39.17	418,093.65	0.00	(418,093.65)	0.00%
Total Budgeted Expenses	138,035.76	1,226,257.94	1,575,750.00	349,492.06	22.18%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 7/1/2026 Through 7/31/2026

	Current Period Actual	Current Year Actual-7 mos.ending 7/31/2026	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2024 Property Tax Revenue	0.00	391,650.57	0.00	391,650.57	0.00%
2025 Property Tax	10,800.91	1,177,574.06	1,313,900.00	(136,325.94)	(10.38)%
Lower Level Bond revenue	0.00	0.00	126,000.00	(126,000.00)	(100.00)%
Total Property Taxes	10,800.91	1,569,224.63	1,439,900.00	129,324.63	8.98%
Inter Government Funds	2,716.05	10,067.77	22,000.00	(11,932.23)	(54.24)%
Interest	3,007.27	21,830.99	15,000.00	6,830.99	45.54%
Fees for Services	1,330.89	8,701.41	5,900.00	2,801.41	47.48%
Misc Revenue	41.50	776.21	200.00	576.21	288.11%
Total Revenues	17,896.62	1,610,601.01	1,483,000.00	127,601.01	8.60%
Total Revenue	17,896.62	1,610,601.01	1,483,000.00	127,601.01	8.60%
Expenditures					
Personnel Services	110,321.55	602,233.28	1,008,800.00	406,566.72	40.30%
Supplies	830.54	7,714.08	16,000.00	8,285.92	51.79%
Contractual Services	6,111.62	56,736.02	121,000.00	64,263.98	53.11%
Information Services	2,399.82	20,083.00	40,450.00	20,367.00	50.35%
Electronic Resources	7,493.80	35,129.01	72,200.00	37,070.99	51.34%
Children/Youth Services	615.20	5,590.32	12,000.00	6,409.68	53.41%
Marketing/Public Relations	84.01	12,842.86	31,000.00	18,157.14	58.57%
Administration	7,158.14	52,591.58	246,400.00	193,808.42	78.66%
Technology	2,981.91	15,244.14	27,900.00	12,655.86	45.36%
Total Expenditures	137,996.59	808,164.29	1,575,750.00	767,585.71	48.71%
Miscellaneous Expenses					
Misc Expenses	39.17	418,093.65	0.00	(418,093.65)	0.00%
Total Miscellaneous Expenses	39.17	418,093.65	0.00	(418,093.65)	0.00%
Total Expenditures	138,035.76	1,226,257.94	1,575,750.00	349,492.06	22.18%
Excess Revenues(Expenditures)	(120,139.14)	384,343.07	(92,750.00)	477,093.07	



IDENTITY PROTECTION POLICY

August 2026³

The Riverside Public Library (Library) adopts this Identity Protection Policy pursuant to the Identity Protection Act, 5 ILCS 179/1 et seq. ~~The Identity Protection Act which~~ requires units of local government to approve and implement an Identity Protection Policy to ensure the confidentiality and integrity of Social Security Numbers which agencies collect, maintain, and use. ~~It is important to safeguard Social Security Numbers (SSNs) against unauthorized access as SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of SSNs. The Identity Protection Act was passed in part to require government agencies to assess their personal information collection practices and make necessary changes to those practices to ensure confidentiality of SSNs.~~

Social Security Number Protection

~~The Library does not usually collect Social Security numbers. Whenever~~ However, if an individual is asked to provide the Library with a SSN, the Library shall provide ~~that the~~ individual with a statement of the purpose or purposes for which the Library is collecting and using the SSN. The Library shall also provide the statement of purpose upon request. A sample statement of purpose is attached as Exhibit A.

~~The Library shall not c~~Collect, use, or disclose a SSN from an individual unless:

- Required to do so under State or Federal law, rules or regulations, or the collection, use or disclosure of the SSN is otherwise necessary for the performance of the Library's duties and responsibilities;
- The need and purpose for the SSN number is documented before collection of the SSN; and
- The SSN collected is relevant to the documented need and purpose.

~~The Library shall not r~~Require an individual to use his or her SSN to access an Internet website or use the SSN for any purpose other than the purpose for which it was collected.;

Use the SSN for any purpose other than the purpose for which it was collected.

In addition, ~~t~~The Library shall not:

1. Publicly post or publicly display in any manner an individual's SSN. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
2. Print an individual's SSN on any card required for the individual to access products or services provided by the Library.
3. Require an individual to transmit a SSN over the Internet, unless the connection is secure or the SSN is encrypted.
4. Print an individual's SSN on any materials that are mailed to the individual, through the US Postal Service, any private mail service, electronic mail, or any similar method delivery, unless State or Federal law requires the SSN to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

~~1. Collect, use, or disclose a SSN from an individual unless:~~

- ~~a. Required to do so under State or Federal law, rules or regulations, or the collection, use or disclosure of the SSN is otherwise necessary for the performance of the Library's duties and responsibilities;~~
- ~~b. The need and purpose for the SSN number is documented before collection of the SSN; and~~
- ~~c. The SSN collected is relevant to the documented need and purpose.~~

~~2. Require an individual to use his or her SSN to access an Internet website.~~

~~3. Use the SSN for any purpose other than the purpose for which it was collected.~~

Requirement to Redact Social Security Numbers

The Library shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. The Library shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the Library shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five sequential digits for a SSN are accessible as part of personal information.

Employee Access to Social Security Numbers

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs are trained to protect the confidentiality of SSNs.

Reviewed and Approved by the Riverside Public Library Board of Trustees April 12, 2011
Reviewed and Approved by the Riverside Public Library Board of Trustees November 8, 2016
Reviewed and Approved by the Riverside Public Library Board of Trustees August 8, 2023
Reviewed and Approved by the Riverside Public Library Board of Trustees August 11, 2026



STATEMENT OF PURPOSE FOR COLLECTION OF SOCIAL SECURITY NUMBERS

The Identity Protection Act, 5 ILCS 179/1 et seq., requires each unit of local government to approve and implement an Identity Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security Number (SSN).

This Statement of Purpose is being provided to you because you have been asked by the Library to provide your SSN or because you requested a copy of this statement.

Why does the Library collect your Social Security Number?

You are being asked for the SSN for one or more of the following reasons:

- Complaint mediation or investigation;
- Crime victim compensation;
- Vendor services, such as executing contracts and/or billing;
- Law enforcement investigation;
- Child support collection;
- Internal verifications;
- Administrative services; and/or
- Other _____

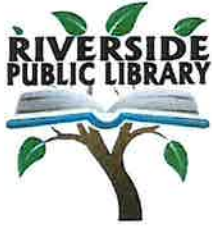
What does the Library do with your Social Security Number?

We will only use your SSN for the purpose(s) for which it was collected. We will not:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purposes;
- Publicly post or publicly display your SSN;
- Print your SSN on any card required for you to access our services;
- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
- Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy to your SSN.

Address any questions or complaints about this Statement of Purpose to:

Riverside Public Library,
Attn: Janice Foley, Library Director,
1 Burling Road
Riverside, IL 60546



Privacy and Confidentiality Policy

August 2026

The Riverside Public Library is committed to protecting patron privacy by using its best efforts to keep personally identifiable information confidential.

The Library adheres to both State law and the Library Record Confidentiality Act (75 ILCS 70/1 et seq) which protect Library records from disclosure if a member of the public or media requests them. Library records include any written or electronic record used to identify a patron. These Library records may only be disclosed to Library staff performing job duties, cardholders upon proof of identity, other persons granted permissions by the cardholder, and parents or guardians of minor children. The Library reserves the right to associate (link) the accounts of parents or guardians to the accounts of their children under the age of 18.

There may be times when the Library is required by law to provide personal information to law enforcement officials. Riverside Public Library complies with all legal requests for this information. Information may also be requested by a sworn law enforcement officer who represents that it is impractical to secure a court order due to an emergency. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the Library.

The Library may collect the following personal information to access Library services:

- Name
- Address
- Telephone Number
- Email address
- Date of birth
- Age
- Library barcode number
- Grade
- School and/or teacher
- Items currently checked out, requested, cancelled holds, and interlibrary loans
- Overdue items (until returned)
- Payment history
- Sign-up information for Library programs

Library card accounts include a PIN for access. Library staff do not have access to a customer's PIN, but staff can help a customer reset the PIN if they forget it or it becomes compromised if proper identification is provided.

Circulation History

The Library does not keep a record of patron borrowing history beyond operational requirements. Once a patron returns an item, it is removed from their account. A patron may choose to turn on the history feature in their online account to keep a personal log of items checked out.

Reciprocal Borrowing

Riverside Public Library cardholders are eligible to apply for reciprocal borrowing privileges at other public libraries in Illinois. When a patron applies for reciprocal borrowing privileges at another public library, Riverside Public Library reserves the right to verify with that library that the customer holds a valid card.

Website

Riverside Public Library uses Wix.com and Google products to collect data about the use of the Library's website. The Library uses this information to make improvements to its website, track trends, and prevent spam. A patron's personal information is not tracked by the Library.

Public Computers, Hotspots & Connected Devices

The Library does not keep a record of patron activities on any public computer or laptop. Any record of browsing history and activities is removed with the patron logs out. The next patron cannot see any of the previous patron's information. Patrons are still encouraged to logout of personal accounts at the end of a public computer session.

Whenever possible, all connected devices a patron borrows from the Library (e.g., tablets, eReaders, Rokus, etc) have their history manually cleared by staff after the device is returned.

Mobile hotspots borrowed from the Library do not retain any information about patrons or browsing history.

The Library does not share or sell website information with any third party except as required pursuant to the provisions of a valid court order.

Wi-Fi

In order to provide easy access to the internet on personal devices, the Library Wi-Fi network is not encrypted. The Library urges patrons to exercise caution when transmitting sensitive information while on public Wi-Fi.

Email

The Library uses email to communicate with patrons for both transactional and marketing purposes. Users must opt in to marketing communications via the Library website. The Library also sends account notices to customers who have given their email addresses for that purpose. Patrons may opt out of email notices by contacting the Library and requesting a change to communication procedures.

Payments

Credit card payment information provided to the Library is only used for the purpose for which it is submitted. Payment systems may retain a customer's name, email address, transaction amount, date and time of transaction, type of service purchased, and partial credit card numbers. The Library will not store entire credit card numbers, security codes, or PINs.

Using Third-Party Vendors

The Library enters into agreements with third-parties to provide online services, digital collections, streaming media content, and more.

Third-party vendors may collect and share a patron's information, including:

- Personally identifiable information a patron knowingly provides. This includes: when a patron registers for the site, provides feedback and suggestions, or requests information.
- Other information that could be used to identify a patron. This includes: a patron's IP address, in-vendor search history, location-based data, and device information.
- Non-personally identifiable information. This includes: a patron's ad views, analytics, browser information, cookie data, date/time of a request, and demographic data.
- Other data as described in the vendor's privacy policy and terms of use.

For more information on these services and the types of data that is collected and shared, refer to the Terms of Use and Privacy Policies for these services. A patron may choose not to use these third-party vendors if the patron does not accept the vendor's terms of use and privacy policies.

Promotional Materials

The Library may take photos, videos, and audio recordings at the Library and during Library events to use in its publicity materials and on its website and social media sites. The Library reserves the right to document its services and the public's use of the Library building and grounds, website, or social media. To ensure privacy of all individuals, including children, images will not be identified using full names or personal identifying information without approval. Any individual who does not wish the Library to use a

photograph or video of them or their child should inform Library staff prior to or while such photographs or videos are being taken.

Video Surveillance

The Library has security cameras that my record activities within the Library. Video recordings will be retained by the Library in accordance with the Local Records Act. Video recordings may be subject to release as required by Illinois Law. .



Notary Service Policy

~~July 2026~~ ~~March 2021~~

The Riverside Public Library offers free limited Notary Public services for the benefit of Riverside residents. Non-residents will be charged a \$1.00 fee per notary signature. ~~It is recommended that all requestors seeking Notary Service call the Library prior to their visit to ensure that a Notary is available at that time. (708)442-6366.~~

The following guidelines will be followed in the provision of notary service:

- Notary service is available by appointment. ~~provided on a first come first served basis and may not be available at all times. Requesting an appointment does not guarantee availability.~~
- The requestor must provide the Notary with a valid form of photo identification, such as a current driver's license, military ID or passport.
- ~~The Library provides only basic notary public services.~~
- A variety of documents, including real estate and immigration documents, cannot be notarized at the Library. A list can be found on our website.
- Federal law does not allow service via a translator.
- In accordance with both federal and Illinois law, users of notary services must sign the notary public book.
- Notaries cannot give legal advice or assist in document preparation.
- If you are signing on someone else's behalf, power of attorney (POA) documentation must be provided.
- ~~Documents to be notarized must be in English.~~
- ~~Notary Publics cannot certify true copies of Driver's Licenses or Passports.~~
- ~~Notary service is not available for Mortgages or other Real Estate Closing documents.~~
- ~~Certain public documents cannot be copies and notarized. Examples of these include birth certificates, death certificates and marriage certificates.~~
- The Library does not provide witnesses and witnesses may not be solicited from staff or customers using the Library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification.
- Notary Publics will not provide service if the requestor, document or circumstance of the request for notary public services raises an issue of authenticity, ambiguity, doubt or uncertainty for the Library. In this event, the Notary Public may, at their sole discretion, decline to provide notary public service.

Approved by the Riverside Public Library Board of Trustees 8/8/17
Reviewed and approved by the Board of Trustees 3/9/21
Reviewed and approved by the Board of Trustees 8/11/26



Library Board Memorandum

To: Board of Trustees
From: Capital Improvement Plan Committee
Date: 7/20/2026
Re: Capital Improvement Plan update

The Capital Improvement Plan (CIP) is a vital plan for physical improvements to the facility, infrastructure, daily operations and maintenance of the organization and facility. The mission of the CIP is to have forecast saving and spending to provide best practices.

The CIP shall be revised annually to include new projects, reflect changes in priorities and circumstances, and extend the plan an additional year. The plan may be adjusted throughout the year, as needs dictate or as changes are made.

The CIP Committee has compiled the following charts for One Time Projects, Projects in Progress and Completed Projects.

One Time Projects										
Date Added	Project Title	Project Detail	Legal Required BY	2026 Priority Level	Planned (Y/N/In process)	Goal Year	Estimated Cost	Funding in Place (Y/N/Part)	Amount in Place	Notes
Large Scale Projects - Need Funding Plan in Place										
1/20/2026	Accessible Ramp	No repairs can be made without replacement of entire ramp - getting costs and applying for state grant in January 2027	NA	Low	Process	2027		N		
1/20/2026	Phone Upgrades	Move to VOIP as support for current Mitel phases out	NA	Low	N	2027		N		Existing phone system works but we can't replace handsets if they die - this might push priority level up
1/20/2026	Terrace Windows	Leaking when raining has been a problem since original build and the unsealed windows cause bug infestations	NA	Low	N	Future		N		
6/18/2026	Additional Study/Meeting Room	Build an 2nd larger study room in the area by Homer's Room -	NA	Low	N	Future		N		
Smaller Scale - Fund from regular budget allocations										
1/20/2026	Spot Ventilation	? Windows? Vent?	NA	High	N	2026		Y	Total	Bond Fund to cover expense
1/20/2026	Technology - Program Room		NA	High	N	2026		Y	Total	REEF funds can cover
5/7/2026	Technology - Great Room Audio	Need better microphone/speaker options	NA	Low	N	Future		N		
1/20/2026	Upstairs Signage			Low	N					
1/20/2026	Lighting - Main Level	Improve accessibility and move to more efficient lighting	NA	Low	N	concept 2027		N		This is a high-level, high-cost project. It would be good to get a general idea of possibilities
1/20/2026	Elevator Door Lock Monitoring		1/1/2029		N	EO 2028		N		Need inspection to determine if work is needed.

Projects in Process

Date Added	Project Title	Project Detail	Legal Required BY	Start Date	Est End Date	Estimated Cost	Funding in Place (Y/N/Part)	Amount In Place Already	Funding Source	Notes
One Time Projects										
1/20/2026	Accessible Ramp	No repairs can be made without replacement of entire ramp - getting costs and applying for state grant in January 2027	NA	1/1/2026			N			
1/20/2026	Circulation Etc Renovation	Renovation of Circ, Director Office, Tech Area, Mezzanine		8/1/2026	9/21/2026		Part	\$98,880		AWAITING STUDIO GC Estimate. Funding portion of \$98,880 is in Special Reserve - can also pull from EL space donations in Working Cash. Have signed agreements with movers, painters, furniture
5/7/2026	Entryway Stairs	Bluestone is worn	NA	Medium	N	\$5,150		N		We have replacement bluestone, estimate received 5/2026. 6/18: Awaiting board approval
1/20/2026	Technology - Great Room Projection	Vibe Board replacement/ size	NA	Medium	N	\$1,606		N	FOL	Epson projector ordered 6/18/26 - need to test screen prior to ordering - funds from remaining study carrel donation of \$9000
1/20/2026	Library of Things Display	Reduce space and clean up using pegged display	NA	Medium	N	\$400		N		Backordered item on hold - 3 sided metal rotating shelf to be placed in Great Room
5/7/2026	Terrace - HVAC	System doesn't work	NA	High	N	\$18,762		N		Existing system repaired in 2026 but broke immediately after - system should be replaced
6/18/2026	Study Carrels - Chairs	Replace wood chairs	NA		7/30/2026	\$1,697.07	Y	Total	FOL	Ordered Doni stack chairs from KI - awaiting delivery

Completed Projects

Date Added	Project Title	Project Detail	Cost	Vendor	Dates Complete	Fund Source	Notes
One Time Projects							
1/20/2026	Outside Lighting						
1/20/2026	Study Carrels - Upstairs	Reduce depth of desks to increase turning space and also add built in charging	\$1,950	Clay Kiehn	May-26	FOL	
1/20/2026	Study Room Soundproofing	Panels along shared wall	\$135	Ken Circo	May-26	Donation	

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	MAINTENANCE CHECKLIST FOR Riverside Public Library												
2	EQUIPMENT/	Service Provider/Respon sibility	Frequency	Contract	Contact Information	Added Information							
3													
4	Automatic door Maintenance/Repair	Atlas Door Repair	as needed		815 893-3543	Installed	Apr-26						
5	Backflow testing outdoors	Aquamist	annually		Aquamist (708) 895-1340								
6	Backflow testing Lower Level	Municipal Backflow	annually		Municipal Backflow (312) 638-9878								
7	Back Stairs & Railing		as needed										
8	Batteries in Clocks	staff	semi-annual										
9	Building Cleaning (special)		Bullseye Cleaning		Michael (630) 887-7550	Last done in 2021 after renovation							
10	Carpet cleaning	Daniel Flores			Daniel Flores, (630) 870-0076								
11	Carpeting	Johnson Carpeting			Phil Johnson (708) 606-1276	Main level - 2024; Lower Level - 2021							
12	Chair mats		as needed			Ordered by Lisa from Amazon or other store							
13	Chimney: Interior maintenance	Holton Brothers	as needed		John Holton (847) 253-3886								
14	Copiers	Proven Business		Y	Proven Business Systems (on line repair email)	New copiers in 2023; Matt Dominick (630) 386-4885 Contract with LEAF for billing							
15	Daily Building Cleaning	Daniel Flores		Y	Daniel Flores (630) 870-0076								
16	Drinking Fountain	Hannah Plumbing			Greg Hannah (708) 267-1461	Filters need to be changed 1 - 2 times a year by Hannah.							
17	Electric Fuse Boxes	Belcore Electrical			Tony Belcore 708 345-1344	can also email							
18													
19	Electronics Recycling	staff	as needed		Riverside Public Works								
20	Elevator	Colley Elevator Co		Y - Monthly	Colley Elevator Co., (630) 766-7230	New elevator installed 2021							
21	Elevator Alarm				Linked directly to 911. Police will send an officer out if set off even accidentally.								
22	Emergency Exit lighting	Future Systems			Allen Goodcase, (708) 485-8940	Batteries checked annual and replaced as needed							
23	Exterior benches												
24	Exterior Doors	Clay Keihn			Clay Keihn, (630) 415-6178								
25	Exterior Signage	Chicagoland Sign Co.			Chicagoland Sign Co, Robert Frese, (708) 453-2733								
26	Exterior trash receptacle	Village of Riverside	weekly		(708) 447-2700	The Village is responsible for upkeep							
27	Fire and Burglar Alarms (see Security System)	Alarm Detection System		Y	ADS (630) 844-6314								
28	Fire Extinguishers	Fredericksen Fire Equipment Co.		Y	Fredericksen Fire Equipment, (630) 595-9500	Annual inspection in September. Replacement as necessary.							
29	Fireplace (maintenance)	Ray Quesada			Ray (708) 674-2117	twice a year							
30	Fireplace (repair and replacement)	Green Forest Fireplace and Patio			(773) 348-9111								
31													
32	Gutters & Downspouts (cleaning)	Bob's Gutter Cleaning			Bob's Gutter Cleaning, (708) 447-9797								
33	Gutters & Downspouts Replacement	Renaissance Historic Exteriors			Renaissance Historic Exteriors, Greg Derry, (800) 699-5695, (815) 547-1725								
34	Hot Water Tank/Heater inspection/replacement	Hannah Plumbing			Greg Hannah (708) 267-1461	New Water heater 2019							
35	Humidifiers/Dehumidifiers												
36	HVAC Filters	GT Mechanical		Y	GT Mechanical, Tim Uher, (708) 645-7400	Twice a year Separate from Maintenance contract.							
37	HVAC	GT Mechanical		Y	GT Mechanical, Tim Uher, (708) 645-7400								
38	Ice & Snow Removal	Bullseye Cleaning	as needed	Y	Bullseye Cleaning Service, Mike, (630) 887-7550								
39	Indoor mats	Cintas	seasonal	Y	Cintas, (708) 496-1116								
40	Interior Doors & Woodworking	Clay Keihn	weekly	Y	Clay Keihn, (630) 415-6178								
41	Interior Signage												
42	Interior trash/recycling receptacles		daily	Y - 5 days week	Daniel Flores, (630) 870-0076								
43	Interior Wall Painting	Clay Keihn /Color Pro			Schuetz Construction Don, (630) 964-8200; Clay (630) 415-6178								
44	Kitchen Fixtures, appliances, cabinets		as needed										
45	Lawn Sprinkler System	Aquamist	seasonal		Aquamist, (708) 895-1340	Turn on in May; Shut off in October							
46	Lawn/Landscape/ Trees	Lofton Landscaping	weekly, seasonal	Y	Michael Lofton, (708) 255-2046								
47	Light Bulbs	Archer Electric			Archer Electric, (773) 767-0152	Upstairs only. LED downstairs							
48	Light Bulb Replacement	Andersen Construction	as needed		Andersen Construction (708) 447-5113								
49	Locks	Fulmer Locksmith Service	as needed		(708) 442-0300								
50	Masonry see also Tuckpointing	Holton Brothers	as needed		John Holton (847) 253-3886	Inspection schedule							
51	Outdoor Lighting	Artistic Outdoor Lighting			Mike Potuzek (630) 244-1924								
52	Panic Button				linked directly to the 911 line. Located in the CYS department and the Patron Services check out desk.								
53	Pest/Bug treatment	Anderson Pest Control	4 times year		Anderson Pest Control, (630) 424-6500	Barrier treatment and specific calls as needed							
54	Plastering	Pitelka Plastering	as needed		Dan Pitelka (630) 960-0123								
55													
56	QRR HVAC /SPOT Split	GT Mechanical			GT Mechanical (708) 645-7400								
57	Ramp & Railings		as needed										
58	Restroom fixtures, seals, valves, sinks	Hannah Plumbing	as needed		Greg Hannah (708) 267-1461								
59	Restroom stall & Elevator Electrostatic Painting	Ultra Electrostatic Painting			Ultra Electrostatic Painting, (708) 447-7373								
60	Restroom Supplies	Cintas	weekly		Cintas, (708) 496-1116								
61	Roof	Renaissance Historic Exteriors			Renaissance Historic Exteriors, Greg Derry, (800) 699-5695, (815) 547-1725								
62	Rugs in Public Areas	Cintas			Cintas, (708) 496-1116								
63	Security Cameras	Future Systems	as needed		Allen Goodcase (708) 485-8940								
64	Security System	ADS			ADS (630) 844-6314 Alarms are set every morning and evening. Tested annually								
65	Shelving	Midwest Aurora and	as needed		Robert Doherty, (312)-720-2551	Adult Shelving 2016; Lower Level 2019-2020							
66	Skylight Repair	Renaissance Historic Exteriors	as needed		Renaissance Historic Exteriors, Greg Derry, (800) 699-5695, (815) 547-1725	2016 repair							
67	Smoke Alarms/CO2 Detectors	staff	annually										
68	Snow Removal	Bullseye Cleaning Service	as needed, seasonal		Bullseye Cleaning Service, Mike (630) 887-7550								
69	Sound System	Future Technology Sy	as needed		Allen Goodcase, (708) 485-8940								
70	Space Planning	Studio GC			Studio GC, Darren Schraeter, (312) 253-3400	Lower Level Renovation 2020 -2021							
71	Telephone System	Heartland Business Solutions			Carl Steffan (630) 247-1754 Jason Shumicki								
72	Sprinkler System (Lower Level)	Fox Valley (installer)	annually		Fox Valley, (847) 695-5990 (annual inspection)								
73	Tuckpointing (Masonry)	Holton Bros			Holton Bros., John Holton, (847) 704-4044								
74	Upholstery	Galaxy	as needed		Rich (708) 447-6076								
75	Vents	GT Mechanical	as needed		GT Mechanical, Greg Uher, (708) 645-7400								
76	Village of Riverside Inspections: Elevator, outside sprinkler system, Fire Codes, alarm	Village of Riverside			(708) 447-2700								
77													
78	Window Maintenance/Repair	Colorsmith	as needed		Colorsmith, Dave Condon, (708) 447-8763	Stained Glass							
79	Window Washing	Squeaky Clean	as needed, seasonal		Squeaky Clean Window Cleaners, Melvin Haas, (708) 642-3340								
80													
81	Wooden Furniture refinishing (tables & chairs)	Clay Keihn	as needed		Clay Keihn, (630) 415-6178								

Summer Reading has taken over the YTS Department. At the end of June, we already had over 500 kids and teens enrolled in the program. Last year we finished the program with 472 participants. We will surely have a few more registrations in July and I can't wait to see how many kids finish the program. Our teen volunteers have been busy checking in reading logs and handing out prizes. Our staff has been busy planning activities and helping out the many families visiting our department each day. Thank you to Anne, Bridget, Fran, Joshua and Mandi for all of the extra work they have been doing this summer!

Highlights

Storytimes and Programs for Young Children—Our summer storytimes have been a hit. On Mondays we have an all ages storytime in our Program Room, planned and presented by Anne or Bridget. I planned and presented one storytime at the Community Garden; our second one was canceled due to weather. I got in one Friday Outdoor Storytime, and Mandi had to move another Outdoor Storytime inside in the middle of the program due to rain.

We also had two special storytime presenters. Stephanie from the Treehouse presented a Yoga Storytime. Local author Patrick Healy presented a storytime based on his children's book *Paddy Boops*. Thank you to both Stephanie and Patrick for these engaging programs.

Bridget lead Tummy Time programs on Tuesdays and we switched to a Tummy Time drop in playtime later in the month while Bridget was away.

We also presented storytimes to Riverside Parks and Recreation Summer Camps. It is always fun having the campers in the Library!

Early in the month, we worked with Ferrai Pickett from the nonprofit, Stand Up to Hate, to present a family playdate. Ferrai has a background in early childhood education and has offered this playdates in other communities in the past. We held the program on the front lawn of the Library. Families could stop by get a balloon animal or get their face painted; participate in a dance, yoga, or musical performance; and learn about how to talk to their kids about a variety of topics including (but not limited to) race, ethnicity, different types of families, and taking care of our planet. We had a number of books on topics to talk about available for check out at the event as well. I want to thank Ferrai for bringing this program to our community, for sharing her knowledge and experience with us, and for planning such a fun and engaging day!

Grade School Activities—We offered a variety of activities for grade schoolers this month. Our Reading Buddies program on Monday nights pairs up early readers with teen volunteers. The little buddies get to practice their reading with a friendly teen.

Mandi planned and presented two Storytime & Art programs where they read a story together and then did a craft based on the story. At one of the meetings, they read stories by Lois Ehlert, and then made a collage similar to her style of illustrations.

Fran planned and presented two Craft Corner programs. At one program, participants made a Father's Day Craft, and at the other kids made their own Forky from *Toy Story*. Fran also had a lively discussion at her Book Nook Crew meeting. This month they read *The Undead Fox of Deadwood Forest*. Additionally, Fran planned a *Toy Story* Trivia program.

I planned and presented Science & Stories. We read *Actual Size* by Steve Jenkins and we practiced our measuring skills with a rainbow craft.

We also had two meetings of our Pokémon Club and Pokémon Jr Club. Thank you to the teen volunteers for all of their help with those programs.

Teen Programs— I planned and presented a Teen Snack Chef's program where we had candy sushi.

At Fran's Art Lab program, teens learned about the Renaissance period and then created their own art.

Mandi presented a teen craft in The Spot where teens made a sunflower craft. Mandi also brought back her Young Entrepreneurs program. Teens worked alone or in groups to come up with a business plan for their own creations. After completing the 4 week program, participants will have the opportunity to sell at the Farmer's Market later this summer.

Community Outreach—Fran has done an excellent job planning for the Farmer's Market this year. Unfortunately, the weather hasn't cooperated and we had to miss a two dates and end one early because of storms.

I was back at the Brookfield Zoo this month for their ZAP! Storytime Program. I worked with Emily Shatoff from the Zoo to plan and present a storytime about giraffes. This is always a great program and I love our relationship with the Zoo. This year, multiple RPL families were present, along with Zoo visitors and summer campers. I hope we are able to do another storytime at the Zoo this winter.

YOUTH & TEEN SERVICES STATISTICS – June 2026	
Reference questions asked	<u>225</u>
Informational questions asked	<u>254</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
6/1/2026	All Ages Storytime	10			8	
6/1/2026	5 pm Reading Buddies		4	3		
6/1/2026	6 pm Reading Buddies		3	4		
6/2/2026	Parks and Rec Camp Storytime	19			4	
6/2/2026	Tummy Time	7			7	
6/3/2026	Little Hands Playtime	13			10	
6/3/2026	Farmer's Market					116
6/4/2026	Garden Storytime	22			11	
6/4/2026	Young Entrepreneurs			7		
6/5/2026	Yoga Storytime	26			10	
6/6/2026	Stand Up to Hate Playdate					50
6/1-6/6	The SPOT to Go Craft					30
6/2/2026	Youth 3D Printing		15			
6/8/2026	All Ages Storytime	22			18	
6/8/2026	Pokemon Club		9	3	2	
6/8/2026	Pokemon Jr		8	3	3	
6/8/2026	5 pm Reading Buddies		2	3		

YOUTH & TEEN SERVICES – June 2026 – Nora Durbin

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
6/8/2026	6 pm Reading Buddies		4	4		
6/9/2026	Tummy Time	5			6	
6/9/2026	Bingo		5	2	3	
6/9/2026	Youth 3D Printing		13			
6/10/2026	Little Hands Playtime	6			4	
6/11/2026	Storytime & Art		7			
6/11/2026	RPC Summer Camp	30			6	
6/11/2026	Teen Snack Chefs		6	6	3	
6/11/2026	Young Entrepreneurs			7		
6/12/2026	Author Visit Storytime with Patrick Healy	20	5		15	
6/12/2026	Art Lab			4		
6/12/2026	Parks and Rec Camp Storytime	10			4	
6/13/2026	Legopalooza		8		5	
6/8-6/13	The SPOT to Go Craft					32
6/15/2026	All Ages Storytime	10			10	
6/15/2026	Clay Day	5			3	
6/15/2026	5 pm Reading Buddies		5	5		
6/15/2026	5:30 pm Reading Buddies		4	6		
6/15/2026	6 pm Reading Buddies		5	6		
6/16/2026	Tummy Time	7			6	
6/16/2026	Parks and Rec Camp Storytime	16			6	
6/16/2026	Craft Corner: Father's Day		5		2	
6/16/2026	Youth 3D Printing		10			
6/17/2026	Little Hands Playtime	9			7	
6/18/2026	Book Nook Crew		4			
6/18/2026	Young Entrepreneurs			7		
6/19/2026	Outdoor Storytime	7			7	
6/19/2026	Toy Story Trivia		4			
6/20/2026	Family Playtime	5			3	
6/15-6/20	The SPOT to Go Craft					36
6/22/2026	All Ages Storytime	12			11	
6/22/2026	Pokemon Club		3	3		
6/22/2026	Pokemon Jr		2	2		
6/22/2026	5 pm Reading Buddies		3	5		
6/22/2026	5:30 pm Reading Buddies		2	5		
6/22/2026	6 pm Reading Buddies		2	5		
6/23/2026	Tummy Time	5			10	
6/23/2026	ZAP! Brookfield Zoo Storytime	40	11		36	
6/23/2026	Crafty Corner: Make Your Own Forky		5			

YOUTH & TEEN SERVICES – June 2026 – Nora Durbin

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
6/23/2026	Youth 3D Printing		15			
6/23/2026	The SPOT Open Hours				1	
6/24/2026	Little Hands Playtime	10			7	
6/24/2026	Farmer's Market					75
6/25/2026	Storytime & Art		3			
6/25/2026	Young Entrepreneurs			7		
6/25/2026	Sunflower Craft @ the Spot			4		
6/26/2026	Outdoor Storytime	12			9	
6/26/2026	Parks and Rec Camp Storytime	8			3	
6/22-6/27	The SPOT to Go Craft					33
6/29/2026	All Ages Storytime	15			12	
6/29/2026	5 pm Reading Buddies	4		5		
6/29/2026	5:30 pm Reading Buddies	2		5		
6/29/2026	6 pm Reading Buddies	1		5		
6/30/2026	Tummy Time	2			2	
6/30/2026	Parks and Rec Camp Storytime	18			4	
6/30/2026	Science & Stories		2	1		
6/30/2026	Youth 3D Printing		10			
Phone Charger Checkout		15				
Board Game Usage		100				
Nintendo Switch Usage		15				
Study Room Usage		39				
Interactions with non-English speakers		0				

Summer Reading continued this month at the Library. We have over 520 kids registered for our Summer Reading Program. Final numbers of finishers will be in my August report; we are giving participants until August 8th to complete their check-ins.

In addition to our scheduled activities, we had plenty of drop-in options including a mosaic sticker art piece on our blue board, the rotating SPOT to Go craft cart, a weekly craft in the teen room, a building table, and a weekly riddle at the YTS desk. Our desk dog Popcorn has also been hiding throughout the summer. Kids love hunting for Popcorn and seeing where he went on his journey. Thank you to the YTS staff for coming up with fun ways of engaging with patrons even when they are not at a scheduled activity.

Highlights

Storytimes and Programs for Young Children—Weather hasn't always been our friend for our outdoor storytimes this summer. Still, we have had a good turnout for our little kid programs. These included storytimes, garden storytime, tummy time, clay day, little hands playtime and summer camp storytimes. Thank you to Anne, Bridget, Fran and Mandi for running these programs.

Grade School Activities— We continued to offer a variety of grade school aged activities this summer. Pokémon Club and Pokémon Jr are always a great way for kids to chat about Pokémon with other fans.

Mandi offered two Storytime & Art programs. At Francesca's Crafty Corner program, kids made Paper Bag Fairy Houses. Francesca also did a Doritos taste test with 3rd through 5th graders and the winning chip was Sweet Chili.

The Book Nook Crew had a lively discussion about the troubles of social media during their meeting about *Bye Forever, I Guess*. At Science & Stories, we read two books about floating and buoyancy, and then completed a "Will it float?" challenge.

Teen Programs— At Francesca's Art Lab program, teens made rococo inspired picture frames that housed a print of The Swing. Francesca also did a program where teens made fairy garden painted rocks. At my Teen Snack Chefs program, teens made naan bread fruit pizzas with a Greek yogurt sauce. At the Oreo Taste Test, the winning cookie was dark chocolate (which also got Francesca's stamp of approval.)

Library Lock-In—This is by far our most popular program every summer. We added the winter lock-in to the end of winter break and that is also extremely popular. We had a fun group of 4th-6th graders this year who participated in multiple activities including hide & seek, board games, coloring, video games and computer time. They also voted for which movie to show during the event and the winner was *Minions: The Rise of Gru*. We also had pizza and treats. This program is a lot of work but a lot of fun. I am thankful for Francesca and our teen volunteers for making this event a success.

Visit with NASA—Mark Benson, a NASA Ambassador, presented on the Artemis II mission and answered questions about past and future missions at an all ages program held in the Great Room this month. Space enthusiasts of all ages attended.

The Spot—Mandi, Josh and I have been settling into our new positions with The Spot. We all have been learning more about the operations of the area and many patrons have been asking interesting and engaging questions about the space and what they can do with it. The drop-in bookmarks craft that Mandi did this month was a good opportunity for patrons to learn about the glowforge and think about what kinds of projects they can do on their own in the future. It has been great planning with Mandi and Josh who are both bringing new and exciting ideas to the Spot.