

LEGAL NOTICE:

**AGENDA
SINE DIE 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 Sine Die Meeting commencing at the hour of 7:30 pm on Tuesday, May 13, 2025 in the Foley Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:30 pm**
- II. Roll Call**
- III. Welcome Guests**
- IV. Public Comment**
- V. Swearing-In of Newly Elected Officials**
 - A. Trustee Amy Bilow
 - B. Trustee Tracy Bohrer
 - C. Mickey Novak
- VI. Adjournment Sine Die**



LEGAL NOTICE:

AGENDA
MONTHLY MEETING OF
THE RIVERSIDE PUBLIC LIBRARY BOARD OF TRUSTEES

Notice is hereby given that the Riverside Public Library Board of Trustees, Cook County, Illinois, will hold a Regular Meeting commencing at the hour of 7:30 pm on Tuesday, May 13, 2025 in the Foley Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:30 pm
- II. Roll Call
- III. Welcome Guests
- IV. Public Comment
- V. Annual Election of Officers and Appointment of Committee Chairs for 2025 - 2026
- VI. Approve Minutes of April 8, 2025 – *Action Item*
- VII. Review of April Bills—*Action Item*
- VIII. Review of April Financial Statements—*Action Item*
- IX. Committee Reports
 - A. Finance
 - B. Building & Grounds
 - C. Policy & Bylaws
 - 1. Circulation Policy – *Action Item*
 - D. Technology
 - E. Communications and Marketing
- X. Staff Reports—April
 - A. Children & Youth Services Manager—Nora Durbin
 - B. Patron Services & Computer Services Manager—Sharon Shroyer
 - C. Information Services—Diane Silva
 - D. Monthly Statistics
- XI. Director’s Report—Janice Foley
- XII. Unfinished Business
 - A. Letter to Village Trustees regarding Building Permit Fees
- XIII. New Business
 - A. Patron Services and Staff Area Improvement Plan – *Action Item*
- XIV. Announcements
- XV. Correspondence & FYIs
 - A. Summer Board Meetings
 - B. Thank You from the Families of Richard Rossi, Edward Look and Linda Wawzenski
- XVI. 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.
- XVII. Adjournment



**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
April 8, 2025**

Held Tuesday, April 8, 2025 in the Foley Community Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

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

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

Guests: Tracy Bohrer, newly elected Library Trustee.

Called to order at 7:35 pm by President Ken Circo.

Review of Minutes

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

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

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Courtney Greve Hack moved, and Michael Hagins seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 24168 through 24188 and check numbers 24194 through 24212, in the total amount of \$98,176,25 which includes payroll through March 28, 2025.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Jane Birmingham moved, and Courtney Greve Hack seconded, that the Board approve the financial statements for March 31, 2025, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

Trustee Birmingham noted that we need to update all the banking forms and signature cards in the next several weeks.

Building and Grounds

President Circo provided more information regarding the Village permit fee issue the Board discussed at our last meeting. He referenced the following section of the Village code:

Section R105.2.3 Public Service Agencies:

A permit shall not be required for ordinary repairs of above-grade public service agency facilities and for the ordinary repairs of below-grade public service agency facilities that are located entirely on private property. Any repair requiring an excavation within the public right of way shall require a permit and shall be performed in accordance with the village's standards for construction of facilities on public rights of way contained in titles 4 and 8 of the village code. Any installation of new facilities regardless of location shall require a permit.

Based on his interpretation of the code, he wondered if the Library should be exempt from the permit process going forward. Trustee Loucks noted that the permit process itself is often used to document building repairs and other larger building projects. Trustee DeFauw noted that the Library could agree to file for all applicable permits, but ask that the permit fees be waived.

Trustee Greve Hack shared that she was still working on the letter to the Village and that perhaps we should amend the letter to consider these new concerns.

Policy and Bylaws

Michael Marrs confirmed that since the masonry repair projects were for different parts of the building, they can be considered separate projects; and therefore, don't meet the purchasing policy threshold.

Communication and Marketing

Trustee Greve Hack referenced the status of the permit fee letter she mentioned earlier.

Staff Reports

CYS reported that Spring Break was slower than usual. Perhaps that was due to warmer than usual weather. The wireless access point will be installed in the next few months. Our digital usage was better this month, but we experienced an increase on digital checkouts the week of Spring Break and had to turn down around 20 requests each day.

The Open House celebrating the Library's 95th anniversary was attended by approximately 200 folks. Lots of former Library Trustees and current Village Trustees attended. The music was provided by Robert Holdsworth, a favorite from the Farmers Market. The self-guided library tours were well received.

Trustee Birmingham asked a few questions about the study room usage. Diane responded that things were working well. Some folks have to wait a bit for the person ahead of them to finish. Some have been disappointed that the room isn't available. We use a first come, first serve policy as do many other libraries.

Director's Report

Today is National Library Worker's Day.

The Employee Handbook is in the final stages. We're hoping to send it to Michael Marrs for review by the end of next week.

The giant check from Friends representing their donations in 2024 and 2025 was presented during the Open House.

Bond money was used for various repairs on the lower level. We painted the elevator hallway and the hallway leading into the SPOT. We also added a chair rail to the study room.

The microwave in the staff room is not working properly. Since the microwave in the kitchenette (the room adjacent to the SPOT) is seldom used, we moved it into the staff room.

Darren from StudioGC is meeting with Janice in the next few weeks. Our budget for the Patron Services renovation project is \$80,000 - \$90,000 and will likely begin in the fall. The areas of the Library included in the project are: the Patron Services area, the staff room behind the elevator, the director's office and the mezzanine offices. We discussed using a pegboard to display the Library of Things information.

The Board asked for a project timeline and preliminary drawings for the next Board meeting, if possible. Director Foley will follow-up with Darren.

Trustee Greve Hack thought we should issue a press release once we receive some of the initial project information from StudioGC.

Unfinished Business

Library Board of Trustees Bylaws

Nancy DeFauw moved, and Christine Long seconded, the approval of the updates to the Library Board of Trustee bylaws.

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

Nays: None

Abstained: None

The motion passed.

New Exterior Sign

Nancy DeFauw moved, and Dan Loucks seconded, the approval of the exterior sign design submitted by Chicagold Sign Co. with the changes noted below.

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

Nays: None

Abstained: None

The motion passed.

The Board questioned if the lettering on the sign is gold-leaf. Director Foley confirmed that it is. The Board agreed to delete the "www" prior to the website address and decided against the "established in 1930" text.

Correspondence and Announcements

President Circo acknowledged the receipt of the Library's 2025 Statistics Summary. This information is included in our spring newsletter each year.

The Board also acknowledged the receipt of the Village's C4 Climate Action Plan. They decided that the Board collectively didn't need to respond, but encouraged Board members to comment individually if they so choose.

The Board expressed their concern with the information shared by the State of Illinois regarding the elimination of Institute of Museum and Library Services (IMLS) and the resulting funding cuts. RPL doesn't receive any funds directly from the federal

government or IMLS, but adjustments might need to be made as IMLS funds support interlibrary loans through RAILS. Interlibrary loan services are vital to our mission and will likely be the last to be impacted if adjustments are indeed warranted.

Trustee Birmingham suggested we might want to communicate with our patrons at some point. Trustee Greve Hack asked if the Board collectively should respond in some way.

Emily Stenzel, Village Clerk, will attend our next meeting to swear in the new Library Trustees.

Adjournment

Upon motion by Courtney Greve Hack, seconded by Michael Hagins, and passed unanimously, the meeting was adjourned at 8:22 pm.

President

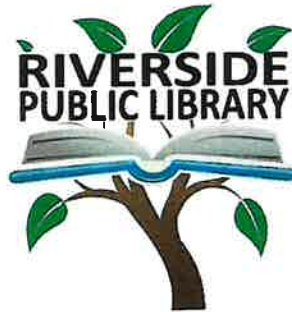
Secretary

Riverside Public Library

CASH DISBURSEMENTS

APRIL - 2025

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR APRIL 2025 ACCOUNTS PAYABLE
AND APRIL 2025 PAYROLL = \$103,701.98**

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 4/1/2025 Through 4/30/2025

Check Number	Check Date	Payee	Check Amount	Transaction Description
24213	4/9/2025	Blue Cross Blue Shield of Illinois	5,329.83	HMO Medical - April 2025
24214	4/9/2025	Delta Dental of Illinois - Risk	47.87	HMO Dental - April 2025
24215	4/9/2025	Delta Dental of Illinois- Vision	45.71	HMO/PPO Vision - April 2025
24216	4/9/2025	Clayton Kiehn	780.00	Painting and Chair Rail
24217	4/9/2025	Madison National Life	32.19	Life Insurance - April 2025
24218	4/9/2025	NCPERS Group Life Ins	64.00	Term Life - Forsyth & Silva
24219	4/9/2025	North Suburban Employee Benefit Co	324.00	PPO Dental - March 2025
24220	4/9/2025	North Suburban Employee Benefit Co	3,924.84	PPO Medical - March 2025
24221	4/9/2025	Proquest	2,124.48	Ancestry Library
24222	4/9/2025	Village of Riverside	370.80	Water Bill - January and February
24223	4/22/2025	Bullseye Cleaning Service, Inc.	224.00	Snow Removal - 1 day
24224	4/22/2025	Chicagold Sign Co.	1,200.00	Deposit for New Swing Sign
24225	4/22/2025	Demco, Inc.	329.70	Book Labels, Tape, Cover
24226	4/22/2025	Garvey's Office Products	181.94	Tissue, Paper, Rubber Bands
24227	4/22/2025	KC Cleaning, Inc.	2,000.00	Janitorial Services
24228	4/22/2025	Business Card	1,210.37	Credit Card Purchases
24229	4/22/2025	Minuteman Press of Lyons	185.44	Envelopes
24230	4/22/2025	Frederick Law Olmsted Society	125.00	Illinois Bee Rescue Program
24231	4/22/2025	Village of Riverside	5,956.37	April 2025 IMRF
24232	4/22/2025	Village of Riverside	75.00	Elevator Inspection
24233	4/22/2025	Risk Program Administrators	315.00	Workers Compensation Insurance
24234	4/22/2025	StudioGC	3,277.00	Professional Fees
24235	4/22/2025	SWAN	5,838.00	Quarterly Fees
24236	4/22/2025	Terminix Anderson	135.40	Service Maintenance
24237	4/23/2025	North Suburban Employee Benefit Co	324.00	PPO Dental - January 2025
24238	4/23/2025	LIMRiCC-UCGA	443.56	1st QTR 2025 UC Expense
24239	4/28/2025	Blue Cross Blue Shield of Illinois	5,329.83	HMO Medical - May 2025
24240	4/30/2025	GT Mechanical Projects & Design, Inc.	1,717.00	Ignition Control Board Replacement
24241	4/30/2025	Illinois Library Association	325.00	Illinois Libraries Present Season 5 Registration
24242	4/30/2025	Klein, Thorpe & Jenkins, Ltd.	147.00	Legal Services
24243	4/30/2025	Municipal Backflow	85.00	Backflow Test
24244	4/30/2025	NICOR Gas	538.65	Gas Bill
24245	4/30/2025	Jane Wilhelm	150.00	Accounting Services
1597	4/25/2025	Administration	8,187.51	Group: 01; Pay Date: 4/25/2025
1598	4/25/2025	Information Services	12,658.31	Group: 02; Pay Date: 4/25/2025
1599	4/25/2025	Children & Youth Services	8,549.29	Group: 03; Pay Date: 4/25/2025
1600	4/25/2025	Patron Services	<u>14,480.98</u>	Group: 04; Pay Date: 4/25/2025
			87,033.07	
	4/11/2025	EFTPS- Employer Portion	2,173.31	
	4/25/2025	EFTPS- Employer Portion	2,241.67	
ACH00058	4/30/2025	Comcast Cable	478.77	Phone Bill
ACH00059	4/30/2025	Comcast Cable	238.79	High Speed Internet
ACH00060	4/30/2025	Leaf	<u>789.70</u>	Copier Rental
Report Total			<u>92,955.31</u>	

The Riverside Public Library
Check/Voucher Register - A/P Checks
From 5/13/2025 Through 5/13/2025

<u>Check Number</u>	<u>Check Date</u>	<u>Payee</u>	<u>Check Amount</u>	<u>Transaction Description</u>
24246	5/13/2025	Amazon Capital Sevices	2,125.01	Amazon Purchases
24247	5/13/2025	Cintas Corporation LOC. 769	898.89	Mats/Cleaning Supplies
24248	5/13/2025	GT Mechanical Projects & Design, Inc.	622.00	Quarterly Maintenance Agreement 4 of 4
24249	5/13/2025	Ingram Library Services	2,860.77	Various Titles
24250	5/13/2025	Lauterbach & Amen, LLP	<u>4,240.00</u>	2024 Audit Fees
Report Total			<u>10,746.67</u>	

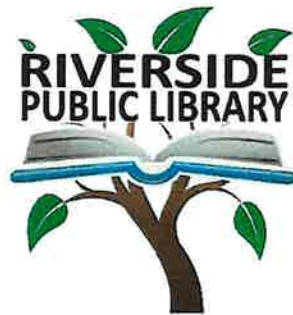
Riverside Public Library

FINANCIAL REPORTS

For 4 Months Ending

April 30, 2025

UNAUDITED



**Riverside Public Library
Cash Balances
As of 4/30/2025**

	Balance, <u>4/30/2025</u>
Consolidated Operating Funds:	
First American- Checking	47,957.32
First American- Payroll	<u>268.21</u>
Total First American accounts	48,225.53
Illinois Funds	
Tax/Reserve Fund	1,309,226.30
Capital Improvements Fund	49,383.11
Special Reserve Fund	71,789.37
Working Cash Fund	274,372.34
Library Bond Fund	<u>48,776.25</u>
Total Illinois Funds	1,753,547.37
Total Operating Funds Cash Balances	1,801,772.90
Gift & Endowment Funds:	
Library Gift Fund	138,365.86
Batko Endowment Fund	6,698.07
Lower Level Renovation Fund	57,707.63
General Endowment Fund	11,237.83
Darwin Fund	<u>18,318.20</u>
Total Gift & Endowment Funds	232,327.59
Total Funds	<u><u>2,034,100.49</u></u>

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 4/30/2025

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	1,399,226.29
Ill Fund Prime-Special Reserve Fund	(0.01)
1st American-Checking Account	32,879.27
1st American-Payroll Account	268.20
Riverside Bank savings account	0.01
Illinois Fund- Library Bond Fund	(42,292.80)
Property Tax Receivable	(748,805.72)
Due from Other Funds	6,086.35
Due from other groups	547.53
Due from Friends of the Library	408.59
Staff Receivables	(5.07)
Fixed Assets	2,100,381.00
Total Assets	2,748,693.64
Liabilities	
Accounts Payable	10,746.67
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,114.34
IMRF Payable	(301.82)
Deferred Property Taxes	(748,806.17)
Accrued Payroll	18,548.84
Health Insurance Payable	(4,545.41)
Term Life Insurance Payable	(132.52)
Due to Other Funds	25,140.00
Due to Library Gift Fund	4,203.48
Due to Friends of the Library	409.00
Due to Olmsted Society	20.00
Due to Historical Society	611.50
Due to Preservation Commission	3.00
Investment in Fixed Assets	2,100,381.00
Total Liabilities	1,407,331.34
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	1,029,463.33
Restricted for Audit	3,502.75
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	256.63
Total Beginning Fund Balances	1,031,421.50
Excess Revenues/(Expenditures)	309,940.80
Total Fund Balances	1,341,362.30
Total Liabilities & Fund Balances	2,748,693.64

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 4/1/2025 Through 4/30/2025

	Current Period Actual	Current Year Actual-4 mos. ending 4/30/2025	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2023 Property Tax revenue	0.00	736,234.72	1,438,045.00	(701,810.28)	(48.80)%
2024 Property Tax Revenue	<u>35,738.45</u>	<u>35,738.45</u>	<u>0.00</u>	<u>35,738.45</u>	<u>0.00%</u>
Total Property Taxes	35,738.45	771,973.17	1,438,045.00	(666,071.83)	(46.32)%
Inter Government Funds	1,995.17	5,924.17	25,000.00	(19,075.83)	(76.30)%
Interest	5,028.35	16,690.94	9,000.00	7,690.94	85.45%
Fees for Services	1,105.36	4,310.88	6,830.00	(2,519.12)	(36.88)%
Misc Revenue	92.00	223.35	200.00	23.35	11.68%
Total Revenues	<u>43,959.33</u>	<u>799,122.51</u>	<u>1,479,075.00</u>	<u>(679,952.49)</u>	<u>(45.97)%</u>
Total Revenue	<u>43,959.33</u>	<u>799,122.51</u>	<u>1,479,075.00</u>	<u>(679,952.49)</u>	<u>(45.97)%</u>
Expenditures					
Personnel Services	77,838.14	335,231.19	985,500.00	650,268.81	65.98%
Supplies	1,590.55	7,204.50	18,500.00	11,295.50	61.06%
Contractual Services	7,034.76	32,213.54	113,000.00	80,786.46	71.49%
Information Services	2,496.57	12,331.27	37,000.00	24,668.73	66.67%
Electronic Resources	8,256.25	18,535.03	67,600.00	49,064.97	72.58%
Children/Youth Services	1,057.59	3,451.41	12,650.00	9,198.59	72.72%
Marketing/Public Relations	(135.42)	10,690.16	25,500.00	14,809.84	58.08%
Administration	6,202.09	37,191.14	196,100.00	158,908.86	81.03%
Technology	915.83	7,464.76	<u>22,500.00</u>	<u>15,035.24</u>	<u>66.82%</u>
Total Expenditures	<u>105,256.36</u>	<u>464,313.00</u>	<u>1,478,350.00</u>	<u>1,014,037.00</u>	<u>68.59%</u>
Miscellaneous Expenses					
Misc Expenses	0.00	<u>24,822.70</u>	0.00	<u>(24,822.70)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>0.00</u>	<u>24,822.70</u>	<u>0.00</u>	<u>(24,822.70)</u>	<u>0.00%</u>
Total Expenditures	<u>105,256.36</u>	<u>489,135.70</u>	<u>1,478,350.00</u>	<u>989,214.30</u>	<u>66.91%</u>
Excess Revenues(Expenditures)	<u>(61,297.03)</u>	<u>309,986.81</u>	<u>725.00</u>	<u>309,261.81</u>	

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 4/1/2025 Through 4/30/2025

	Current Period Actual	Current Year Actual 4 mos.ending 4/30/2025	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2023 Property Tax revenue	0.00	736,234.72	0.00	736,234.72	0.00%
2024 Property Tax Revenue	35,738.45	35,738.45	1,369,986.00	(1,334,247.55)	(97.39)%
Lower Level Bond revenue	<u>0.00</u>	<u>0.00</u>	<u>123,000.00</u>	<u>(123,000.00)</u>	<u>(100.00)%</u>
Total Property Taxes	<u>35,738.45</u>	<u>771,973.17</u>	<u>1,492,986.00</u>	<u>(721,012.83)</u>	<u>(48.29)%</u>
Inter Government Funds					
Per capita state grants	0.00	0.00	13,000.00	(13,000.00)	(100.00)%
Corporate Replacement Taxes	<u>1,995.17</u>	<u>5,924.17</u>	<u>14,000.00</u>	<u>(8,075.83)</u>	<u>(57.68)%</u>
Total Inter Government Funds	<u>1,995.17</u>	<u>5,924.17</u>	<u>27,000.00</u>	<u>(21,075.83)</u>	<u>(78.06)%</u>
Interest on Operating Funds					
Interest-Illinois Funds	<u>5,028.35</u>	<u>16,690.94</u>	<u>11,000.00</u>	<u>5,690.94</u>	<u>51.74%</u>
Total Interest on Operating Funds	<u>5,028.35</u>	<u>16,690.94</u>	<u>11,000.00</u>	<u>5,690.94</u>	<u>51.74%</u>
Fees for Services					
Fines	185.58	791.98	700.00	91.98	13.14%
Fax Fees	0.00	3.00	0.00	3.00	0.00%
SPOT revenue/'internet fees'	0.00	0.00	200.00	(200.00)	(100.00)%
Printing Fees	502.53	1,524.53	1,500.00	24.53	1.64%
Book & Video Sales	355.25	1,670.05	3,600.00	(1,929.95)	(53.61)%
Adult Replacement Fees	0.00	168.32	100.00	68.32	68.32%
CYS Replacement Fees	0.00	35.00	100.00	(65.00)	(65.00)%
ILL Fees	0.00	35.00	50.00	(15.00)	(30.00)%
Lost Book Credit	32.00	37.00	100.00	(63.00)	(63.00)%
The SPOT revenue	5.00	21.00	0.00	21.00	0.00%
Meeting Room Charges	<u>25.00</u>	<u>25.00</u>	<u>200.00</u>	<u>(175.00)</u>	<u>(87.50)%</u>
Total Fees for Services	<u>1,105.36</u>	<u>4,310.88</u>	<u>6,550.00</u>	<u>(2,239.12)</u>	<u>(34.19)%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	33.00	143.00	200.00	(57.00)	(28.50)%
Donations	<u>59.00</u>	<u>80.35</u>	<u>0.00</u>	<u>80.35</u>	<u>0.00%</u>
Total Miscellaneous Revenue	<u>92.00</u>	<u>223.35</u>	<u>200.00</u>	<u>23.35</u>	<u>11.68%</u>
Total Revenues	<u>43,959.33</u>	<u>799,122.51</u>	<u>1,537,736.00</u>	<u>(738,613.49)</u>	<u>(48.03)%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 4/1/2025 Through 4/30/2025

	Current Period Actual	Current Year Actual- 4 mos. ending 4/30/2025	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	60,590.76	271,789.15	815,000.00	543,210.85	66.65%
Health & Life Insurance	9,084.78	26,703.30	64,000.00	37,296.70	58.28%
Employer's Portion - IMRF	3,667.41	16,369.80	45,000.00	28,630.20	63.62%
Employer's Portion - FICA	4,414.98	19,808.24	60,000.00	40,191.76	66.99%
Unemployment Comp Expense	80.21	560.70	1,500.00	939.30	62.62%
Total Personnel Services	77,838.14	335,231.19	985,500.00	650,268.81	65.98%
Supplies					
Office Supplies	327.91	1,399.04	3,000.00	1,600.96	53.37%
Library Supplies	523.58	1,050.59	3,500.00	2,449.41	69.98%
Building Maintenance Supplies	601.74	4,056.00	10,000.00	5,944.00	59.44%
Ink Cartridges	137.32	698.87	2,000.00	1,301.13	65.06%
Total Supplies	1,590.55	7,204.50	18,500.00	11,295.50	61.06%
Contractual Services					
Janitorial	2,000.00	8,000.00	30,000.00	22,000.00	73.33%
Water	370.80	776.52	4,000.00	3,223.48	80.59%
Gas	538.65	7,475.24	17,000.00	9,524.76	56.03%
Building Maintenance	836.61	6,364.36	30,000.00	23,635.64	78.79%
Small Equipment Maintenance	0.00	250.00	1,000.00	750.00	75.00%
Equipment Maintenance	2,499.00	6,188.62	12,000.00	5,811.38	48.43%
Furnishings & Equipment	0.00	0.00	8,000.00	8,000.00	100.00%
Copier Rental & Maintenance	789.70	3,158.80	11,000.00	7,841.20	71.28%
Total Contractual Services	7,034.76	32,213.54	113,000.00	80,786.46	71.49%
Electronic Resources					
On-line Data Bases	2,124.48	5,689.95	30,000.00	24,310.05	81.03%
SWAN Computer	5,838.00	11,676.00	30,000.00	18,324.00	61.08%
Internet Expense	238.79	955.16	3,100.00	2,144.84	69.19%
Patron Subscription services	54.98	213.92	4,500.00	4,286.08	95.25%
Total Electronic Resources	8,256.25	18,535.03	67,600.00	49,064.97	72.58%
Information Services					
Books	1,729.93	7,347.33	20,500.00	13,152.67	64.16%
Standing Order Books	203.68	1,494.30	4,000.00	2,505.70	62.64%
Periodicals	51.25	1,986.20	7,000.00	5,013.80	71.63%
Videos	268.50	1,045.31	4,000.00	2,954.69	73.87%
Audio Books	0.00	0.00	500.00	500.00	100.00%
Library of Things expenses	20.56	210.55	500.00	289.45	57.89%
The SPOT expenses	222.65	247.58	500.00	252.42	50.48%
Total Information Services	2,496.57	12,331.27	37,000.00	24,668.73	66.67%
Children/Youth Services					
CYS Juvenile Books	189.68	1,549.86	5,000.00	3,450.14	69.00%
CYS Periodicals	0.00	0.00	250.00	250.00	100.00%
CYS Reference Books	0.00	0.00	500.00	500.00	100.00%
CYS Video Games	0.00	0.00	300.00	300.00	100.00%
CYS Young Adult	225.69	407.58	2,000.00	1,592.42	79.62%
CYS Easy Books	443.49	1,295.24	3,000.00	1,704.76	56.83%
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	198.73	198.73	700.00	501.27	71.61%
CYS Toys & Puzzles	0.00	0.00	100.00	100.00	100.00%
CYS Storytime Resources	0.00	0.00	100.00	100.00	100.00%
CYS STEAM	0.00	0.00	400.00	400.00	100.00%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 4/1/2025 Through 4/30/2025

	Current Period Actual	Current Year Actual- 4 mos. ending 4/30/2025	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Total Children/Youth Services	1,057.59	3,451.41	12,650.00	9,198.59	72.72%
Marketing/Public Relations					
CYS Programming	216.80	600.77	1,500.00	899.23	59.95%
Adult Programming	468.70	3,084.55	6,000.00	2,915.45	48.59%
Library Programs	0.00	485.00	1,000.00	515.00	51.50%
Advertising Expenses	(820.92)	266.72	1,000.00	733.28	73.33%
Newsletter Expense	0.00	6,253.12	16,000.00	9,746.88	60.92%
Total Marketing/Public Relations	(135.42)	10,690.16	25,500.00	14,809.84	58.08%
Administration					
Shipping Charges	46.87	196.84	600.00	403.16	67.19%
Legal Services	147.00	1,746.50	5,000.00	3,253.50	65.07%
Credit Bureau	0.00	108.35	600.00	491.65	81.94%
Telephone	478.77	2,200.69	7,000.00	4,799.31	68.56%
Postage	65.86	246.46	700.00	453.54	64.79%
Treasurer's Bond	0.00	0.00	500.00	500.00	100.00%
Liability Insurance	315.00	24,597.03	29,000.00	4,402.97	15.18%
Audit Fees	4,240.00	4,240.00	4,200.00	(40.00)	(0.95)%
Travel	0.00	76.95	200.00	123.05	61.52%
Seminars, Conferences, Meetings	159.90	159.90	500.00	340.10	68.02%
Membership Dues	0.00	375.00	750.00	375.00	50.00%
Accounting Expenses	0.00	645.86	3,000.00	2,354.14	78.47%
Staff Development	29.80	660.57	4,000.00	3,339.43	83.49%
Bond repayment	0.00	0.00	119,900.00	119,900.00	100.00%
Credit Card/Bank Fees	24.30	757.20	900.00	142.80	15.87%
Miscellaneous Expense	694.59	1,179.79	8,000.00	6,820.21	85.25%
Board Expense	0.00	0.00	1,250.00	1,250.00	100.00%
Capital Expense	0.00	0.00	10,000.00	10,000.00	100.00%
Total Administration	6,202.09	37,191.14	196,100.00	158,908.86	81.03%
Technology					
Technology Supplies	78.11	288.16	1,000.00	711.84	71.18%
Computer Consultant	0.00	0.00	2,000.00	2,000.00	100.00%
Network Maintenance	0.00	0.00	2,000.00	2,000.00	100.00%
Computer Hardware & Equipment	442.85	892.85	6,000.00	5,107.15	85.12%
E-Library Subscription Svcs	394.87	6,283.75	9,500.00	3,216.25	33.86%
Computer Software	0.00	0.00	2,000.00	2,000.00	100.00%
Total Technology	915.83	7,464.76	22,500.00	15,035.24	66.82%
Total Operating Expense	97,000.11	445,777.97	1,410,750.00	964,972.03	68.40%
Miscellaneous Expenses					
Lost ILL Expense	0.00	(177.30)	0.00	177.30	0.00%
Transfer to Other Funds	0.00	25,000.00	0.00	(25,000.00)	0.00%
Total Miscellaneous Expenses	0.00	24,822.70	0.00	(24,822.70)	0.00%
Total Budgeted Expenses	105,256.36	489,135.70	1,478,350.00	989,214.30	66.91%



Circulation Policy

May 2025

The Riverside Public Library is committed to providing a diverse and comprehensive collection of materials and resources to serve the community for the purposes of education, enrichment and discovery. The Library's collection includes a wide range of print, audio visual, and digital resources to meet the community's informational, educational and recreational needs

1. Library Cards

Residents of Riverside may apply for a Library card by completing an application and providing current proof of identity and residency. There is no minimum age for obtaining a card. However, the signature of a parent or legal guardian is required for all juveniles, 17 and under. Resident library cards do not expire. However, cards will be removed from the database after two years of inactivity. Non-resident library cards do have an expiration date of one year. Temporary cards have an expiration date of six months.

The Library will not issue cards or provide services to patrons who have outstanding fines or other obligations at any library in Illinois.

Adults are responsible for their own cards as well as those of any minor children they have signed for. They are responsible for all material borrowed with these cards and for any charges or fees associated with these cards.

Patrons must report lost or stolen cards immediately. Materials checked out on a card up to the time it is reported lost or stolen are the responsibility of the cardholder.

Patrons are responsible for notifying the library of any change in address, name, telephone number or email address.

Patrons will have their account blocked if the Library receives official notification that the patron has moved out of Riverside.

The Library reserves the right to revoke or restrict the use of a patron's card if borrowing privileges or Library policies are abused.

Patrons need to prove residency with a photo ID (state ID, license, or passport) and a current utility bill, bank statement, tax bill, lease or mortgage.

Post office boxes are not acceptable as proof of current address. At a patron's request, Library notices may sent to a post office box but the patron's physical address must remain on file.

A library card registration form is also available for students from the District 96 schools, who then forward the completed application to the Library.

2. Eligibility

A. Resident Cards

All legal residents of Riverside are eligible for full borrowing privileges, including interlibrary loan and reciprocal borrowing. Cards are valid as long as a patron retains a Riverside address and the card is in active use. Library cards inactive for two years will be removed from the system.

B. Non-Resident Property Owners

Non-residents who own taxable property in Riverside are eligible to apply for a Library card during the time of such ownership. A current tax bill must be presented at the time of application.

An owner or senior administrative officer of a firm, business, corporation, Village of Riverside, or local school located in Riverside is eligible to apply for a Library card during the time such business or organization is in active operation in Riverside. Only one card per organization will be issued.

These cards are valid as long as the business or organization remains in Riverside and as long as the property owner retains ownership of the property.

C. Non-Resident Youths

The Library participates in the expanded Illinois Cards for Kids Act (Public Act 102-0843) which allows students in K-12, who live in unincorporated Riverside, to obtain a Library card free of charge. The parent or guardian must provide an ID with current valid identification. The card is for the students use only and will be valid for one year.

D. Temporary Residents

Temporary residents living in Riverside due to a current job (nanny or caretaker), seasonal residents, or residents in transition can obtain a temporary Library card at no charge.

Applicants for a temporary card must provide a photo ID and a letter from a social service agency, temporary employer, landlord, relative or guardian stating residency status. In addition, the Library can mail a letter to the applicant proving residency, which must be brought in by the temporary resident when they register. The temporary card will be valid for a period of six months.

3. Eligibility – With a Fee

A. Non-Resident Cards

Non-resident families may purchase a Riverside Library card for a fee based on their current tax bill or lease if they live in a Riverside School District and do not pay taxes to another area library. The applicant must show proof of residency

and pay the applicable fee which is based on a formula established by the Illinois State Library. Only one card per household will be issued and it is valid for one year. See the Library's Nonresident Library Card policy for more information.

4. Lost, Stolen, or Damaged Cards

Lost or stolen cards should be reported immediately. A patron block will be placed on the patron's card preventing further use. The block will only be removed when the card has been replaced or found and the patron has verified their identity. Materials checked out on a card up to the time it is reported lost or stolen are the responsibility of the card holder.

There is no charge for a lost or damaged card.

5. Library Pin Numbers

A pin number is issued at the time of registration. Pin numbers are required for many of our digital services. It is the last 4 digits of the applicant's phone number. Patrons are able to change their pin number through the online catalog on the Library's web site and are encouraged to do so. Due to patron confidentiality, Library staff are unable to change a pin number over the phone. Pin numbers can only be changed in person at the Library with a state issued license or ID or by emailing a photo of themselves holding their ID to the Patron Services department.

6. Reciprocal Borrowing

The Riverside Public Library is a full participant in the SWAN Libraries Consortium and follows the policies of SWAN as required.

The Riverside Public Library participates in the Illinois Statewide Reciprocal Borrowing Policy to expand the universe of library materials available to Riverside residents.

7. Confidentiality of Patron Records

As required by the Illinois Library Confidentiality of Records Act, the registration and circulation records of the library are confidential. Records will not be released to any individual or agency, except pursuant to a court order. Because of their financial responsibility, parents and legal guardians may be informed of outstanding material or fines on their minor child's Library card. Patron cards will be looked up on request provided identity can be verified by the photo on the patron's account, state issued license or ID or by providing verifiable information to a Patron Services staff member.

8. Circulation of Library Material

The Library maintains a wide collection of materials in various formats.

Non-residents may have different restrictions placed on their cards by their home library. These limits are placed by the patron's home library and are to be strictly adhered to. Riverside patrons are encouraged to have their library card at the time of checkout. However, their record can be retrieved at checkout upon verification.

A. Loan Periods

Physical Print Material	Loan Period	Fine Per Day
All adult or youth/teen fiction/nonfiction and Lucky day books	3 weeks	\$0
Magazines & newspapers, past issues	3 weeks	\$0
Magazines & newspapers, current issue	Non-circulating	
Reference materials	Non-circulating	

Physical Non-Print Material	Loan Period	Fine Per Day
Audiobooks and music (CD & Playaway)	3 weeks, limit of 5 playaways	\$0
All feature DVD & Blu-Ray	1 week	\$0
Nonfiction DVD, Blu-Ray and boxed sets (series)	3 weeks	\$0
Board games	2 weeks, limit 2, - not renewable	\$0
Video games	1 week, limit 3	\$0
Juvenile learning kits & Nature by design kits	3 weeks, adult residents only – not renewable	\$1.00
Library of Things/Tech to Go items (not otherwise specified)	1 week, adult residents only – not renewable	\$1.00
Other juvenile kits & puzzles	3 weeks	
Kindles & eReaders	3 weeks, adult residents only, limit 1	\$1.00
Library bags & umbrellas	3 weeks	\$0
Headphones, bike, & computer locks	Same day only	\$1.00

Digital Material	Loan Period	Fine Per Day
Digital material (Libby, Boundless, Hoopla)	Varies, - not renewable	\$0 – material returned automatically

B. Vacation Loans

Vacation loans of 4 or 6 weeks are available upon request for most material excluding Library of Things material. Vacation loans for our Library of Things collection are available for 2 weeks and limited to 2 vacation loans per year per type of material. Continual vacation loans are not available. Teachers who live or work in Riverside may borrow feature DVDs or Blu-Rays for 2 weeks and non-fiction DVDs and Blu-Rays for 4 weeks if it is for classroom use only.

C. Renewals

Most material may be automatically renewed up to two times for a period of time equal to the original loan period. Material can be renewed in person, by phone, email, or via the Internet. Material borrowed on vacation loan and material with a waiting list will not be renewed. Items borrowed on interlibrary loan will be renewed as permitted by the borrowing library. Material obtained through the OCLC database can only be renewed in person

C. Interlibrary Loans

Interlibrary loan material borrowed for Riverside Public Library patrons from other libraries are subject to all loan rules established by the Riverside Library. There is a limit of 20 requests at any one time for Riverside patrons. Material can be picked up at a library of the patron's choosing. Non-residents may also request material to be picked up anywhere but only holds placed within our library system (SWAN) are placed by the Library for non-residents. The Library will only obtain material from the OCLC database for Riverside residents. All interlibrary loans and holds will be held at the Circulation Desk for 7 days after the patron is notified. Any applicable fees associated with out of state loans, are subject to change.

D. Authorizing Card Use By Another Party

Library patrons can authorize the Library to add a statement to the patron's account, or to the account of a minor child, that allows the use of the card by a nanny or caregiver. If the nanny or caregiver is temporarily living in Riverside, they can apply for a temporary card.

9. Overdue Library Material

A. Fines

Most material borrowed at the Riverside Library are fine free. Library of Things material and Library Kits are assessed at \$1.00 per day. Fines for these items will accumulate up to the cost of the item or to the equivalent amount charged for 42 days overdue. The Library does not charge fines for days that the Library is closed. Material returned to the Riverside Public Library, originally borrowed from another Library, may or may not have a fine.

B. Grace Period

The Riverside Public Library does not have a grace period. Material returned to the Riverside Public Library, originally borrowed from another library, may or may not have a grace period depending on the lending library's policy.

C. Loss of Privileges

Patrons who owe fines in excess of \$10.00 or whose account has been forwarded to the referral agency, will be unable to borrow any material or use the Library's Internet computers or Spot equipment until fines are paid or the material in question has been returned.

D. Referral Agency

Accounts that owe fines in excess of \$25.00 and that have material that is more than 60 days overdue may be forwarded to a referral agency. A \$15.00 fee will

be assessed for an account sent to the referral agency. All Library privileges will be suspended until the account is paid in full.

10. Lost and Damaged Material

Replacement fees are charged for materials that are lost or damaged. The cost of the material will be the cost assigned on the item record. Patrons who have paid for lost material will not be reimbursed if the material is later found and returned. Referral agency fees cannot be refunded. Materials borrowed by Riverside Public Library patrons from another library on interlibrary loan or through reciprocal borrowing which are lost or damaged, must also be paid for.

11. Fees

Oversize books which have been clearly labeled are not to be returned in the Library's book drop. A \$5.00 charge will be assessed for any oversize material returned in that manner. There is a \$5.00 charge for any out of state interlibrary loan. There is a \$15.00 fee for any account forwarded to the referral agency.

Reviewed & Approved by the Riverside Public Library Board of Trustees - November 8, 2016

Reviewed, Revised & Approved by the Riverside Public Library Board of Trustees - April 11, 2023

Reviewed, Revised & Approved by the Riverside Public Library Board of Trustees - May 8, 2025

We started April with our celebration of our 95th Anniversary. It was great to see so many patrons at the Anniversary Open House. People enjoyed the walking tour, and on the lower level, patrons could color in a picture of the Library (some are on display by the study room). They also could share their favorite library memory on our white board. We also started our 95th Anniversary button club. Thank you to Mandi for leading the charge with this program and designing the cute and collectable buttons. If you haven't signed up to participate in the button club, registration is still open!

Highlights

Storytimes and Programs for Young Children—Anne, Bridget, and Mandi continued to plan and present Mini Storytimes this month.

Bridget's Tummy Time has a great group of caregivers and little ones. This month they did a bunny footprint craft.

Stephanie of the Treehouse presented another wonderful yoga storytime. We can't wait for The Treehouse to open in the Arcade building in May.

Coach Tony from Ninja Squad presented a fun and interactive ninja storytime. We love working with our community partners!

Clay Day AM and PM were both popular with the preschool crowd.

After School Programs— Nikki and Fran planned a lot of after school programs this month. Participants made paper butterflies and pompom caterpillars. We also had an after school coloring drop in, and a clay day for older kids in addition to the clay day for little kids.

We expanded Preschool/Kindergarten Storytime to weekly, with Fran and I alternating weeks of planning and leading the program. Our group has grown! We hope it continues to grow in May!

Anne planned and presented a Lorax themed Earth Day program. Participants made Truffula trees and a paper roll Lorax.

School's Out Programs— We had two Fridays in a row where kids were out of school. Fran, Nikki and Mandi planned great programs including a planting activity, a pinecone birdfeeder, torn paper art, and nature bookmarks.

School and Community Outreach—Anne visited the D96 Early Learners classes and Bridget visited the LADSE Communication Development class. Francesca visited RPC preschool. Bridget hosted Building Blocks at the Library.

Hauser's afterschool Library Club came for a field trip. I answered their library related questions and they did a library scavenger hunt.

Bridget and I staffed a table at the Earth Day Celebration at the Community Garden. We saw many community members and Janice helped us with fun giveaways including plant stickers, a bug catching kit and two plant puzzles. Bridget helped kids plant bean seeds in a plastic bag so that they can watch the seeds grow. For a first year event, there was a great turn out!

Anne worked with Lisa Gaynor for a Nature Family Storytime collaboration with C4. Anne planned the indoor storytime part, and Lisa lead the families on a nature walk after the stories.

Collection Management—Nikki started weeding our DVD and Blu-Ray collection. Bridget and Anne working on our character picture book bins.

CHILDREN & YOUTH SERVICES – April 2025 – Nora Durbin

CHILDREN & YOUTH SERVICES STATISTICS – April 2025	
Reference questions asked	<u>168</u>
Informational questions asked	<u>220</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
4/1/2025	Tummy Time	5			5	
4/1/2025	Storytime at RPC 1	9			2	
4/1/2025	Storytime at RPC 2	10			2	
4/1/2025	Storytime at RPC 3	10			2	
4/1/2025	Preschool/Kindergarten ST	5			1	
4/3/2025	Little Hands Playtime	4			5	
4/3/2025	Create & Connect: Butterflies			4	1	
4/4/2025	Yoga ST	12			10	
4/5/2025	Drop In Craft: Caterpillars					15
4/7/2025	9:30 am Mini Storytime	4			4	
4/7/2025	10:15 am Mini Storytime	12			9	
4/7/2025	D96 Early Learners Storytime 1	6			4	
4/7/2025	D96 Early Learners Storytime 2	25			6	
4/7/2025	D96 Early Learners Storytime 3	7			4	
4/7/2025	D96 Early Learners Storytime 4	27			6	
4/8/2025	Tummy Time	7			7	
4/8/2025	Preschool/Kindergarten ST	9			4	
4/9/2025	Pokemon Meet Up		4			
4/10/2025	Ninja Storytime	7			7	
4/10/2025	Little Hands Playtime	6			7	
4/10/2025	Imagination Explorers: Pom Pom Caterpillars	6		3		
4/11/2025	9:30 am Mini Storytime	6			6	
4/11/2025	10:15 am Mini Storytime	4			4	
4/11/2025	After School Coloring		5			
4/14/2025	9:30 am Mini Storytime	8			9	
4/14/2025	Building Blocks at RPL	6			2	
4/15/2025	Tummy Time Craft	4			4	
4/15/2025	Storytime at RPC 1	10			2	
4/15/2025	Storytime at RPC 2	10			2	
4/15/2025	Storytime at RPC 3	10			2	
4/15/2025	Preschool/Kindergarten ST	7			5	
4/16/2025	Clay Day Morning	6			4	
4/16/2025	RB Transitions Book Club			4	2	

CHILDREN & YOUTH SERVICES – April 2025 – Nora Durbin

4/16/2025	Clay Day Afternoon	15			7	
4/17/2025	Little Hands Playtime	13			10	
4/17/2025	RPC Visit at the Library	27			4	
4/17/2025	Clay Day All Ages		5	4	3	
4/18/2025	Grass Head Planters		9		1	
4/18/2025	Pinecone Bird Feeders		10	2		
4/19/2025	Family Playtime	3	3		4	
4/21/2025	9:30 am Mini Storytime	5			5	
4/21/2025	10:15 am Mini Storytime	4			4	
4/21/2025	Earth Day with the Lorax	3	5		4	
4/22/2025	Tummy Time	3			3	
4/22/2025	Preschool/Kindergarten ST	5			3	
4/22/2025	Earth Day at the Community Garden				70	
4/23/2025	RB Transitions Book Club			4	2	
4/24/2025	Little Hands Playtime	4			4	
4/24/2025	Hauser Library Club Field Trip			16	1	
4/25/2025	9:30 am Mini Storytime	5			5	
4/25/2025	10 am Mini Storytime	2			2	
4/25/2025	Torn Paper Art		4		2	
4/25/2025	Nature Book Marks			2		
4/26/2025	Family Learning Crates					21
4/26/2025	Riverside Rocks Storytime	3			3	
4/27/2025	Nature ST with C4	2	2		5	
4/28/2025	9:30 am Mini Storytime	6			6	
4/28/2025	10 am Mini Storytime	5			5	
4/28/2025	Hollywood CD LADSE Class		6		3	
4/29/2025	Storytime at RPC 1	10			2	
4/29/2025	Storytime at RPC 2	10			2	
4/29/2025	Storytime at RPC 3	10			2	
4/29/2025	Tummy Time	3			3	
4/29/2025	Preschool/Kindergarten ST	7			2	
4/30/2025	Little Hands Playtime	5			3	
4/30/2025	RB Transitions Book Club			4	2	
4/1-4/30	Blue Board Question					215
Phone Charger Checkout		12				
Board Game Usage		46				
Nintendo Switch Usage		38				
Study Room Usage		32				
After School (16 days)		525				
Interactions with non-English speakers		0				

Patron and Computer Services

April 2025

Sharon Shroyer

Patron Services

The open house on April 6, was a fun event. Seeing old friends and employees is always enjoyable. Everyone enjoyed the self-guided walking tour, the button kickoff, and the music, staff included.

A Hoopla update for April; things are looking much better with the two changes we have made. From April 1-17, we were hitting our daily threshold later than we had been. However, after the 17th, we did not hit our daily limit again until May 5. We also had more unique patrons borrow in the past two months than we have had in the past and we actually rolled over from April to May, more unused funds than we have in well over the last year.

The new Circulation Policy is finished and is included for Board approval. The biggest change has been to adopt the expanded Illinois Cards for Kids Act for free library cards to kids who live in unincorporated Riverside. It is only for kids from K-12, adults will still follow our previous procedures. These cards will expire after one year and will need to be renewed.

I think all staff have been concerned how Federal cuts may affect us going forward.

Computer Services

I have finished installing the second PS desk computer. I would like to have a hole drilled in the tall section of the Patron Services desk when we are working in the PS area. It would greatly alleviate the jumble of cables that we currently deal with in that location.

The retired PS desk computers are being updated and configured into the new OPAC computers. The adult OPAC is finished and installed and I am working on the CYS OPAC now, which is handy since the current CYS OPAC no longer recognizes that it has an operating system. Rather than fix a computer that is being retired, I am finishing up its replacement.

I replaced a keyboard and mouse on one of the Kid's computers downstairs. The volume button on the keyboard just wore out. That was a first for me.

TBS finally replaced the troublesome payment kiosk on the public copier. Things had been going well until this weekend when we had an issue again. I hope that this was a temporary glitch and not a return of the problem we had.

I had to reset four hotspots this month, three Roku devices, and upgraded one of our circulating laptop computers.

I think the new procedures with our receipt printers at the PS desk are working well. Most patrons do not want a receipt when they checkout. This saves us money on receipt paper, which is always a good thing.

April 2025 Information Services Update

Diane Silva

ILP Season 5

This month, we signed on for Season 5 of *Illinois Libraries Present*. While ILP operated independently for its first four seasons, the Illinois Library Association (ILA) is now taking over management of the program. I will be continuing in my role on the Data/Numbers Committee, collaborating with ILA staff and fellow volunteers. The first three virtual events have already been scheduled: Steve Burns (of *Blue's Clues* fame), Marissa Bode (Nessarose in the *Wicked* films), and journalist and biographer Jonathan Eig. The season is expected to include five to six programs, though that number may be affected by the potential loss of State Library grant funding.

LACONI POP Webinar: Library Services for Immigration and Citizenship

At the end of the month, Brent attended this timely LACONI webinar. He will be pulling together notes and sharing what he learned with the rest of the staff.

AARP

We finished another successful tax season with the team of AARP volunteers, led by John Wagner. 159 returns were e-filed (108 for seniors) across the 10 weeks of the program. It is a huge undertaking. Thanks to our team at AARP, Brent for spearheading the process, and IS staff who field loads of questions, trying to help people find assistance even after our appointments fill.

Riverside 150

Plans are moving forward for the August 9 Fair in Guthrie Park. The event will include a car show, along with a July 4th-style fair with games and food hosted by various community organization. The Library will be hosting "Dewey Toss" and the Friends will also be hosting a table game. We are excited to be part of what should be a great community event.

The Spot

We added a new sublimation printer to The Spot this month, along with a large sublimation press donated by Janice. The printer uses special paper and ink allowing images to transfer to fabric using the large press. Janice has done some successful runs of our beloved mascot, Dewey, in preparation for summer programs. We will begin roll out to the public soon.

April was a big month for Spot appointments. Jordan's plans for the summer include a number of introductory courses to educate patrons on the technology in hopes of increased usage.

Programming

14 people at our April book discussion seems like a great tribute to outgoing Trustee Long!

Anniversary Open House – 200

The SPOT Appointment/3D print – 10

Drop in Tech Help (2 sessions) – 4

Book Discussion – 14

ILP –Alexis Nikole Nelson – 11

Stormchasing w/ IL Storm Chasers - 22

Can You Afford to Retire? – 8

Wooden Mushroom Mini Garden - 7

Welcome Spring Sign Craft – 8

Perspectives on Pollinators/Olmsted – 7

Sewing Machine 101 – 4

Naturalism Landscape Design – 35

AARP Tax (2 sessions) - 40

Asahi (4 sessions) – 19

Meditation (2 session) – 9

Genealogy Club – 9

Wordsmith's Society – 5

Knitting Club (2 sessions) – 6

Passive

Seed Packets – 17

Patron Interactions – We had 746 patron interactions this month.

**Riverside Public Library
Miscellaneous Statistics - April 2025**

	Apr-25	Apr-24	YTD 2025	YTD 2024
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Reference Statistics

Questions Asked - Adult	746	977	3145	3298
Questions Asked - Youth Services	388	385	1621	1594

**Internet Usage - Adult
- CYS**

Total Usage

	296	297	1130	1108
	234	144	859	650
Total Usage	530	441	1989	1758

Holdings

Adult Titles Added	220	220	823	598
CYS Titles Added	53	127	339	395
Total Titles Added	273	347	1162	993
Adult Titles Withdrawn	592	21	1054	532
CYS Titles Withdrawn	513	26	756	69
Total Titles Withdrawn	1105	47	1810	601

Total Holdings

	62914		63555
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Library Programs - Active

Children 0-5	46	35	151	104
Children 6-11	10	4	34	17
YA 12-18	3	4	10	11
Adults 19+	35	31	141	123
General Interest (Mixed)	6	5	23	22
Totals	100	79	359	277

Library Programs - Active Attendance

Children 0-5	359	332	1133	567
Children 6-11	59	45	213	161
YA 12-18	28	19	88	56
Adults 19+	459	503	1810	1731
General Interest (Mixed)	548	374	1655	1339
Totals	1453	1273	4899	3854

Library Programs - Passive

Children 0-5	8	7	1527	17
Children 6-11	3	1	10	3
YA 12-18	0	0	0	0
Adults 19+	1	3	9	11
General Interest (Mixed)	4	4	15	17
Totals	16	15	1561	48

Library Programs - Passive Attendance

Children 0-5	103	218	278	372
Children 6-11	21	20	72	33
YA 12-18	0	0	0	0
Adults 19+	17	83	175	307
General Interest (Mixed)	278	242	1192	1140
Totals	419	563	1717	1852

**Community Programs
Attendance**

	17	6	46	47
	169	73	575	459

	Apr-25	Apr-24	YTD 2025	YTD 2024
Study Room Use	32	NA	127	NA
New Library Cards Issued	38	46	184	190
Library Attendance	8324	8530	31836	30736
Notary Service	8	13	68	55
Checkouts	4882	4806	20010	19666
Renewals	3185	3596	12603	13774
Checkins	5644	5988	23432	22767
Total Circulation	13711	14390	56045	56207
Interlibrary Loans				
Loaned	887	923	4028	3944
Borrowed	1108	1056	4768	4654
Reciprocal Borrowing				
Loaned to Other Library Patrons	540	633	2216	2292
RPL Patrons Borrowing Elsewhere	1467	1209	5245	5384
Digital Resources				
Hoopla	422	386	1595	1556
Boundless (Axis360)	110	129	490	469
Libby (Digital Library of Illinois)	1914	1587	7630	6293
Web Site Total Hits	4116	4678	17558	14751
Wireless Statistics	3916	887	6521	7678
Online Databases				
Ancestry.com				
Searches	558	784	1974	1821
Returns	632	721	3547	2585
Encyclopaedia Britannica				
Sessions	8	12	34	134
Newsbank				
Searches	13	12	102	104
Consumers Reports				
Sessions	4	8	22	33
Searches	54	66	262	411
Additional Statistics				
Newspaper Archives				
Searches	41	33	122	100
Museum Passes				
Issued	14	11	44	36
Library of Things				
Equipment	69	53	242	178
Kits	8	5	52	41
Spot Collection Use	10	4	33	41

Library Director's Report
April 2025
Janice Foley

Administrative

The 95th Anniversary Open House was a great event. We had almost 200 people attend and it was good to see some longtime residents as well as new ones.

I sent the recently elected Board members several emails which included documents and information that will help them when they come aboard in May. I included Serving Our Public, the recently revised Trustee By-Laws, and Duty and Responsibilities of Trustees. I did tell them that the policies are on the webpage as well. Tracy, Mickey and Amy will be sworn in at the May 13 Board Meeting.

The updated Circulation Policy was completed this month and is included in the May packet for approval. Lisa, Diane and I began meeting to revise the Sexual Harassment Policy. It will become the Anti-Harassment and Anti-Discrimination Policy.

The Employee Handbook was sent to Michael Marrs . Because of the length of the document it will take a little while for him to review and make sure we have included everything we should.

The Summer Reading and Farmers' Market Committee met and we have a solid plan for events, activities and giveaways for this summer. Farmers' Market will have a new focus of highlighting services as well as having activities for kids. Our Summer Reading theme is Reading through the Ages and highlighting the decades of the Library's 95 years We welcome Trustees to join us for the kick-off party on June 6 from 2 to 4 pm.

Diane and I met with Darren from Studio GC to go over final details for the Patron Services/Staff work area renovations. The final drawings are included in this packet. The Special Reserve fund, which is designated for this project, has a balance of \$71,532 - of which \$14,600 was raised at RBTW this past winter and \$45,000 was donated by Friends of the Library.

I watched a webinar on Employment Law Updates on April 14. I'm glad to say we are in line with all the changes mentioned.

On April 25, the management team met from 9 am – 12 pm for a Manager's Retreat. We had several good discussions on our library, the future of libraries and planning. We will have another one in a few months as we all felt it was a valuable exercise making sure we are fulfilling our Mission and Vision and along with the needs of the community,

Outreach

Friends of the Library met on April 15. Their 2025 Membership Drive is going well. At this meeting they donated \$4,000 for the Summer Reading Program. We are extremely grateful

that they sponsor this successful program/event each summer. They also approved reordering 30 more Riverside Afghans in navy blue. We only have two afghans left in Hunter Green.

The Mother's Day card sale began April 24. The cards are selling for \$1.00 each. The sales fall under the Book Sale umbrella.

All copies of Bats at the Library have been sold so I was able to order 8 more. The book continues to be a popular item for patrons and visitors to purchase.

Buildings and Grounds

In addition to the routine elevator maintenance, they made one service call when the unit was malfunctioning.

Routine lawn care continued during the month.

ADS did the annual alarm testing on April 23.

The back flow valve for the lower level was tested.



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 5/01/2025
Re: Plans for Patron Services and Staff Area Improvements

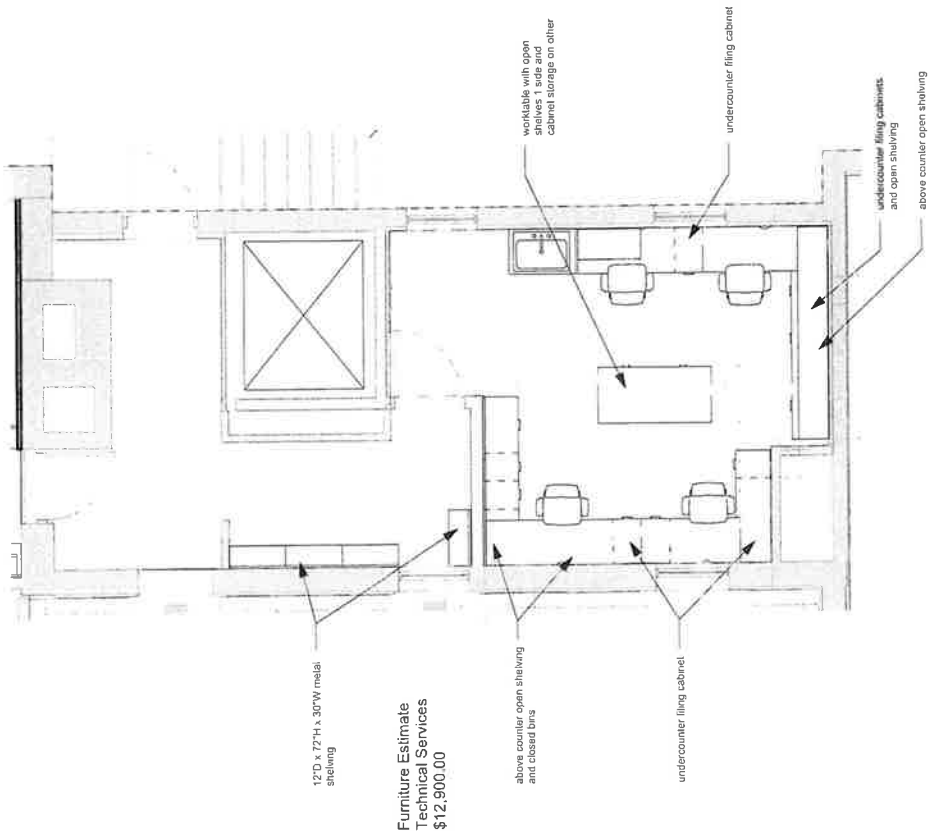
Attached are the plans for the upgrade from StudioGC. They are finalizing costs, but Darren estimates between \$80,000 - \$100,000.

If these plans meet with the Board's approval, we are hopefully looking at a late 2025 start date.

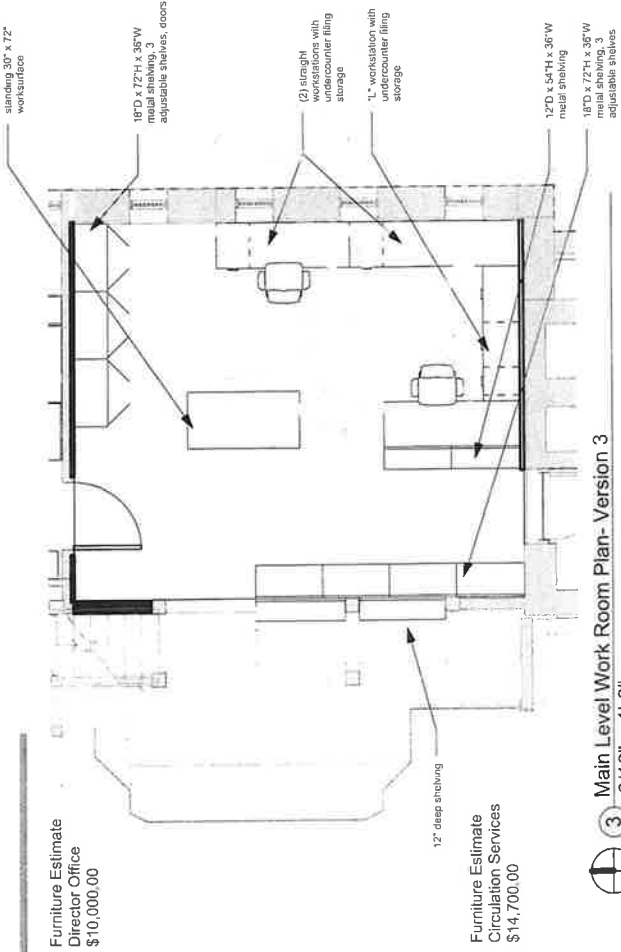
FURNITURE FINISH
and
EQUIPMENT PACKAGE

MAY 1ST, 2025

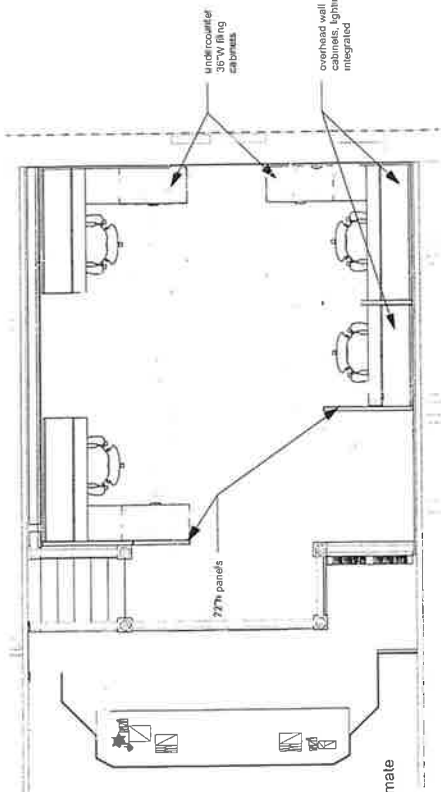
New Furniture Layout



① Technical Services
3/16" = 1'-0"



③ Main Level Work Room Plan- Version 3
3/16" = 1'-0"



② Mezzanine Level
3/16" = 1'-0"

Technical Services

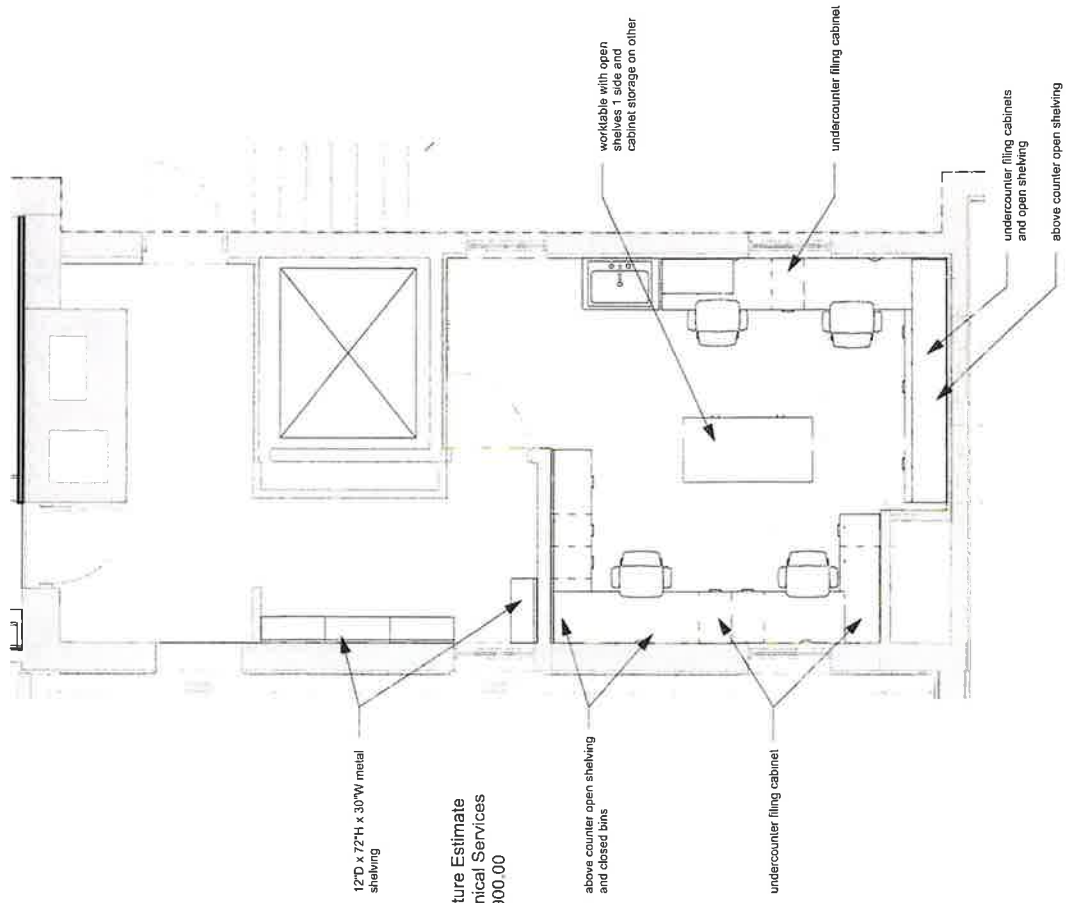
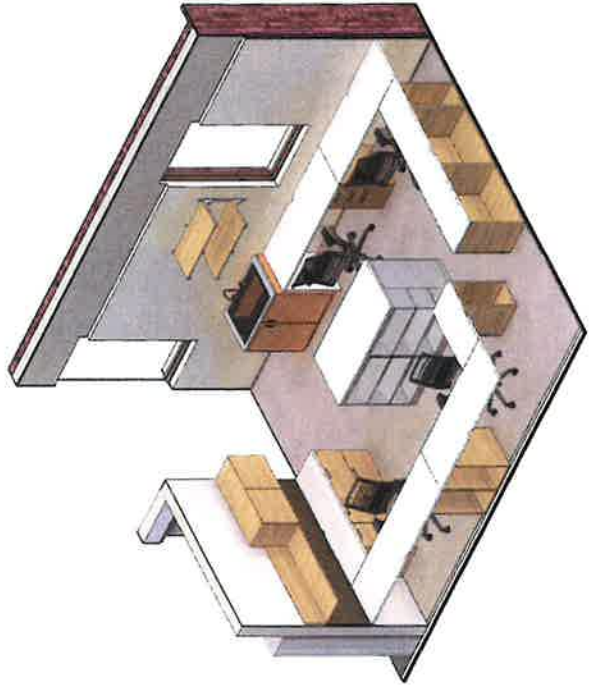
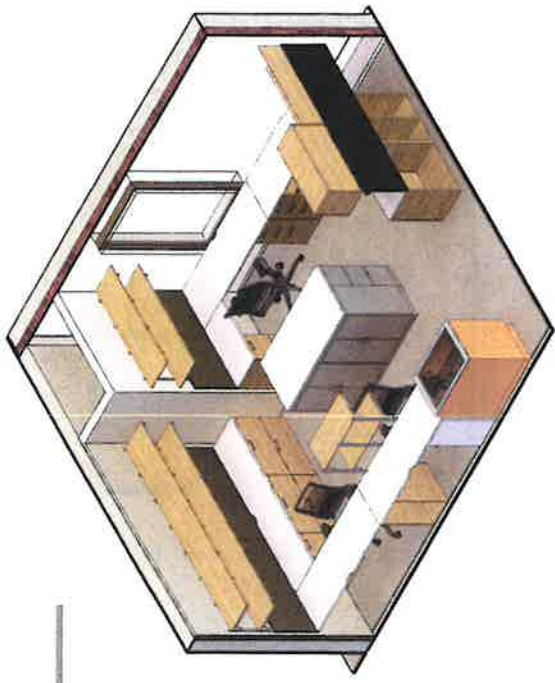
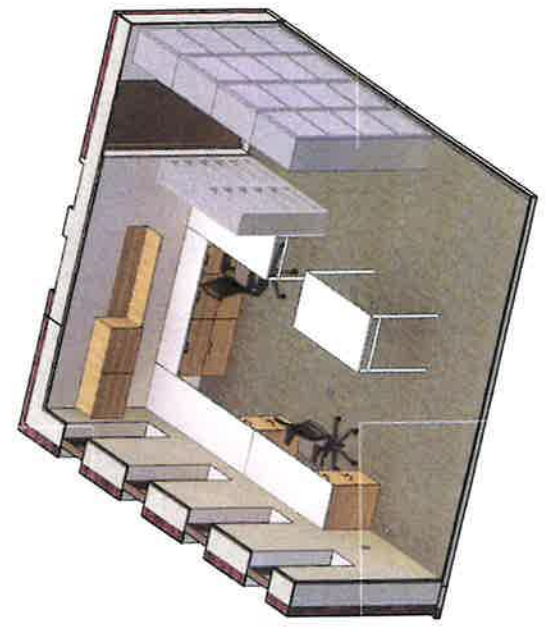
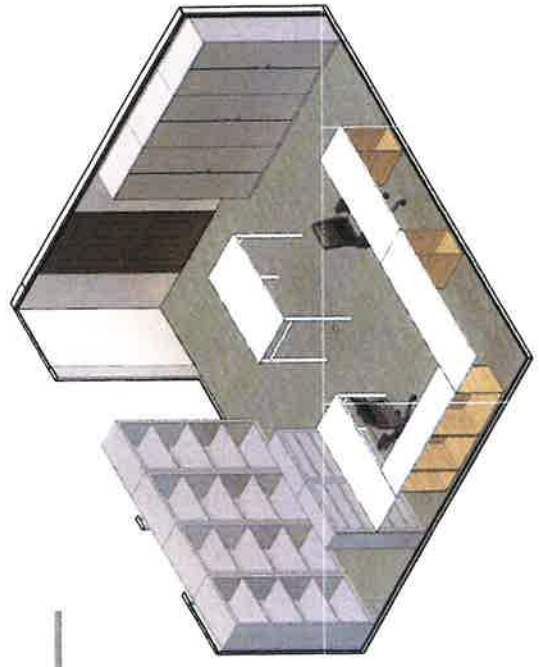
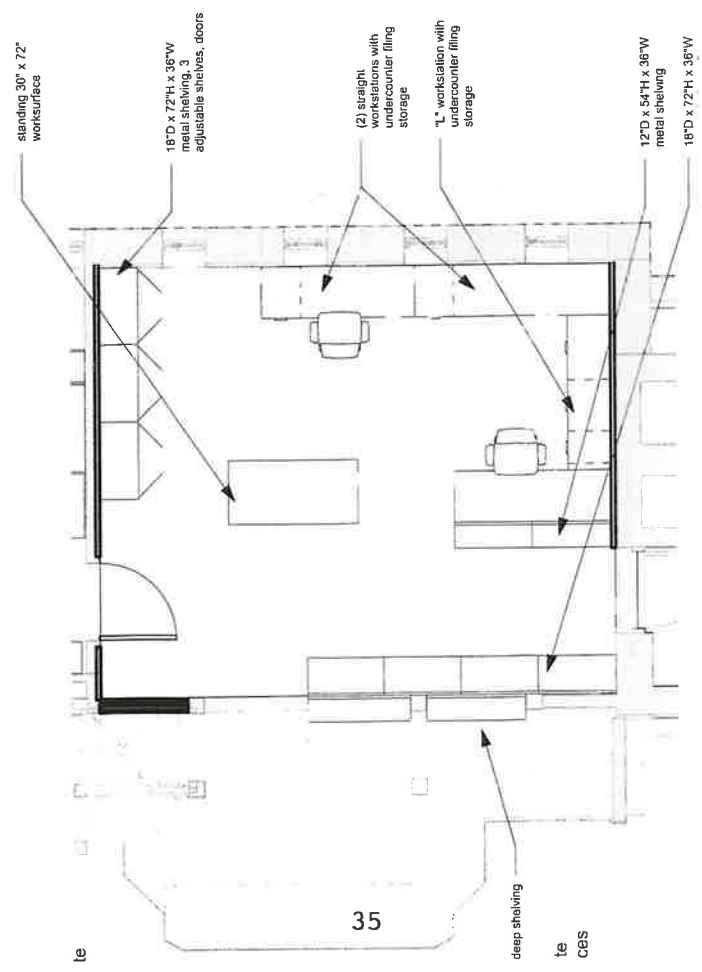


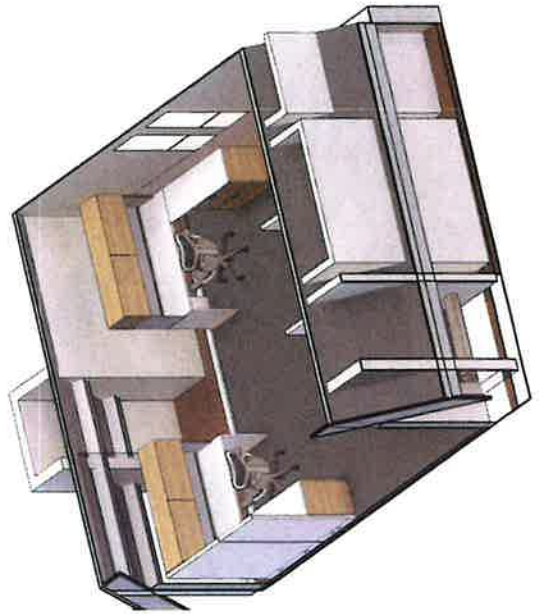
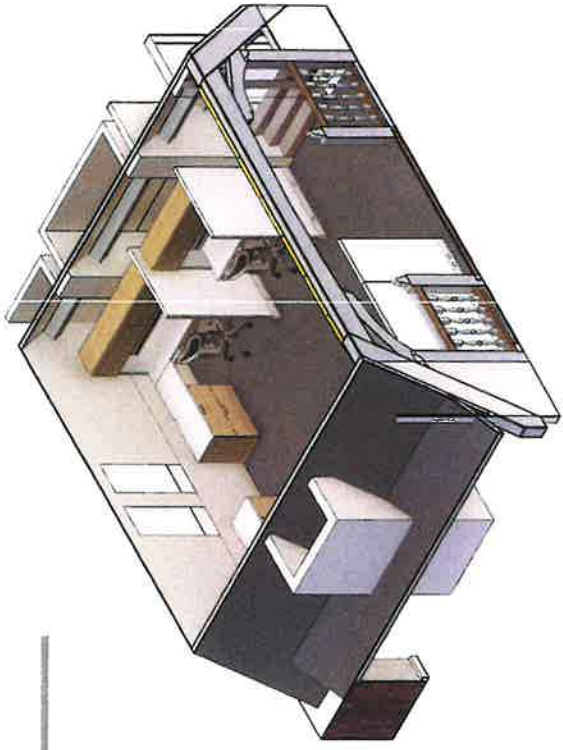
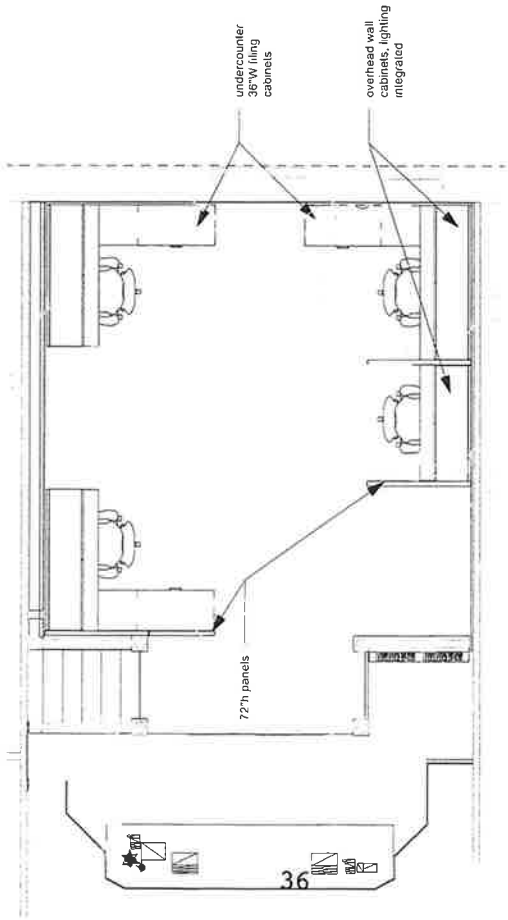
Figure Estimate
Technical Services
\$12,900.00



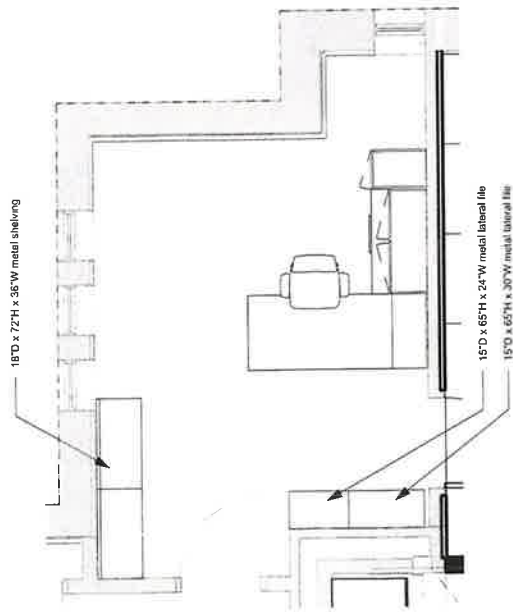
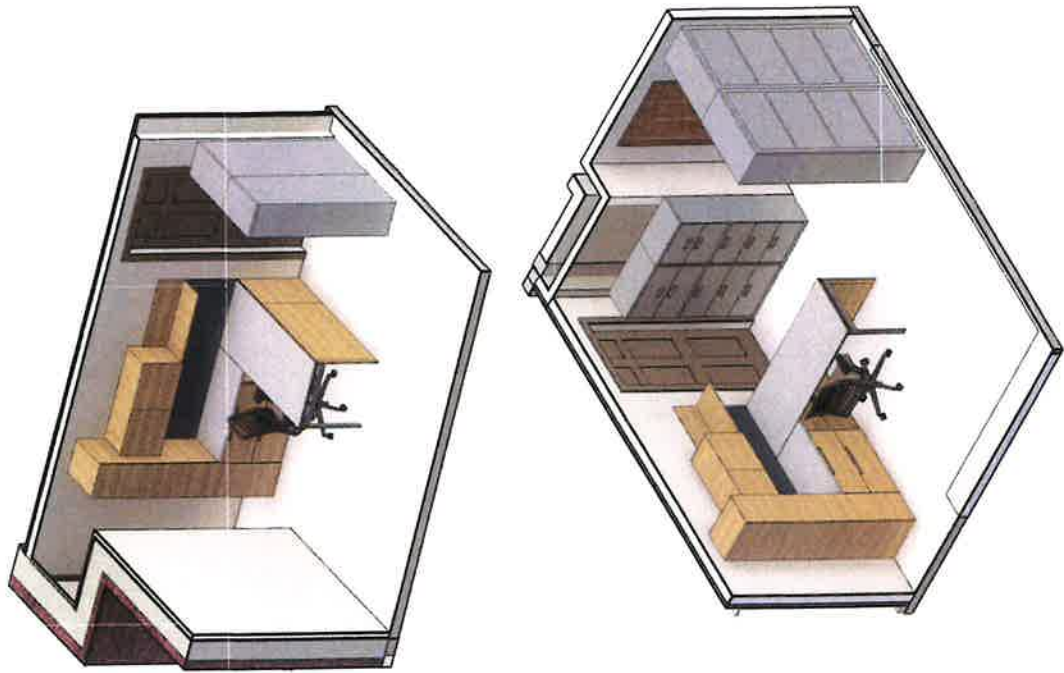
Main Level Workroom



Mezzanine Workroom



Janice's Office



Furniture Components



UNDERSHELF INTEGRATED LIGHTING



CLOSED OVERHEAD STORAGE



HUTCH OVERHEAD STORAGE W/ TACKBOARD
FILE/FILE PEDESTAL



TACK BOARD



OPEN/CLOSED OVERHEAD STORAGE
FILE/FILE, BOX/BOX/FILE, WARDROBE TOWER STORAGE

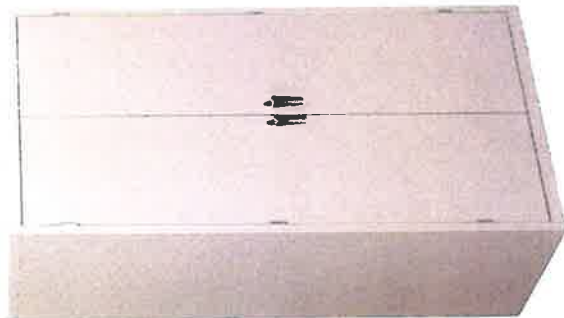


CLAMP ON POWER MODULE

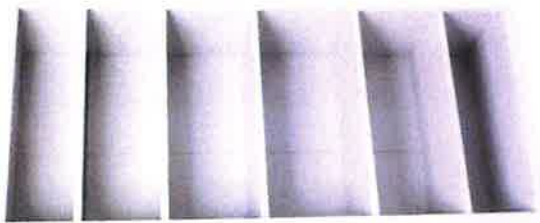
Storage + Work Tables



MESH BACK WITH UPHOLSTERED SEAT



METAL STORAGE CABINET



METAL BOOKCASE



METAL LATERAL FILE 5H



OPEN LEG WORK TABLE



INTEGRATED STORAGE WORKTABLE

THANK YOU!

Jamie-

Thank you for adding
'American Heroes to your
collection of books
in honor of my
husband, Richard Rossi

A friendly smile, a casual touch,
These are the things that mean so much,
To know you are with us in our time of sorrow,
Sharing our prayers, today and tomorrow,
God gives us comfort
In the form of good friends,
May His peace be with you, His love never ends.
By the family of

The Richard Rossi
Family

Dear Ms. Foley
Thank you so much
for remembering my
husband Edward with
this lovely book by
Pope Francis.

I certainly
appreciate your
& your staff
thoughtfulness

Sincerely
Patricia Look

I've collected cookbooks
so it was so appropriate
to memorialize her this
way.

Thank you for your
thoughtfulness.

Linda Wawjashi

As difficult as these times
seem to us now,
our sorrow turns to strength
because of friends and
family like you.

Thank you for your kindness.

The family of