

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, June 13, 2023 in the Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:30 pm
- II. Roll Call
- III. Welcome Guests
- IV. Public Comment
- V. Approve Sine Die Minutes of May 9, 2023 – *Action Item*
Approve Minutes of May 9, 2023—*Action Item*
- VI. Review of Current Bills—*Action Item*
- VII. Review of Financial Statements—*Action Item*
- VIII. Committee Reports
 - A. Finance – Jane Birmingham
 - B. Building & Grounds – Ken Circo
 - C. Policy & Bylaws – Dan Loucks
 1. Investment of Public Funds Policy - *Action Item*
 2. Fund Balance Policy – *Action Item*
 3. Leave of Absence Policy – *Action Item*
 4. Tutoring Policy – *Action Item*
 - D. Technology – Michael Hagins
 - E. Communications and Marketing – Courtney Greve Hack
- IX. 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
- X. Director's Report—Janice Foley
- XI. Unfinished Business
- XII. New Business
 - A. Bid Announcement for Lower Level Renovation
- XIII. Announcements
- XIV. Correspondence & FYIs
 - A. Fiscal Year 2023 Public Library Per Capita Grant
 - B. Note from Pat White
 - C. Hauser Food Drive Thank You
 - D. Landmark 2023 Answer Book – library listing
 - E. Note from Wright Way Rescue
- 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 Sine Die Board Meeting
of the
Riverside Public Library Board of Trustees
May 9, 2023**

Held Tuesday, May 9, 2023 in the 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; Michael Hagins, Treasurer; Jane Birmingham, Secretary; Christine Long, Trustee; Jen Pacourek, Trustee; and Patrick White, Trustee

Also in Attendance: Janice Foley, Library Director; Diane Silva, Assistant Director; Jane Wilhelm, Accountant; Lisa Garay, Administrative Assistant

Called to order at 7:30 pm by President Ken Circo.

Welcome Guests: Village Clerk, Ethan Sowl; Trustees Elect Nancy DeFauw and Daniel Loucks; Jennie White

Swearing-In of Newly Elected Officials

Village Clerk Ethan Sowl swore in newly-elected Trustees Nancy DeFauw and Daniel Loucks.

The Board thanked outgoing Trustees Jen Pacourek and Patrick White for their service to the community by presenting them a service recognition certificate and a framed photograph of one of the Library's stained glass windows.

Adjournment

Upon motion by Jen Pacourek, seconded by Patrick White, and passed unanimously, the meeting was adjourned at 7:41 pm.

President

Secretary

**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
May 9, 2023**

Held Tuesday, May 9, 2023 in the 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; Jane Birmingham, Treasurer; Christine Long, Secretary; Nancy DeFauw, Trustee; Michael Hagins, Trustee; and Daniel Loucks, Trustee.

Also in Attendance: Janice Foley, Library Director; Diane Silva, Assistant Director; Jane Wilhelm, Accountant; and Lisa Garay, Administrative Assistant.

Called to order at 7:42 pm by President Ken Circo.

Annual Election of Officers and Appointment of Committee Chairs for 2023-2024

Nominations were called for:

Courtney Greve Hack nominated Ken Circo for **President**; Jane Birmingham seconded the nomination. Courtney Greve Hack moved that the nominations be closed; Christine Long seconded the motion.

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

Nays: None

Abstained: None

The motion passed.

Ken Circo was elected President for the 2023-2024 year.

Ken Circo nominated Courtney Greve Hack for **Vice President**; Michael Hagins seconded the nomination. Christine Long moved that the nominations be closed; Michael Hagins seconded the motion.

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

Nays: None

Abstained: None

The motion passed.

Courtney Greve Hack was elected Vice President for the 2023-2024 year.

Ken Circo nominated Jane Birmingham for **Treasurer**; Christine Long seconded the nomination. Michael Hagins moved that the nominations be closed; Christine Long seconded the motion.

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

Nays: None

Abstained: None

The motion passed.

Jane Birmingham was elected Treasurer for the 2023-2024 year.

Courtney Greve Hack nominated Christine Long for **Secretary**; Ken Circo seconded the nomination. Courtney Greve Hack moved that the nominations be closed; Ken Circo seconded the motion.

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

Nays: None

Abstained: None

The motion passed.

1 Christine Long was elected Secretary for the 2023-2024 year.

After reviewing the committee list and discussing the interests of the Board members, President Ken Circo appointed the following Trustees to each committee:

Finance: Jane Birmingham

Building & Grounds: Ken Circo

Policy & Bylaws: Dan Loucks

Technology: Michael Hagins

Communications and Marketing: Courtney Greve Hack

Review of Minutes

Courtney Greve Hack moved, and Michael Hagins seconded, that the Board approve the minutes of the April 11, 2023 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 Jane Birmingham seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 23280 through 23283, 23299 through 23330, z00025 and z00026, including voided check 23325, in the total amount of \$90,114.16, which includes payroll through April 28, 2023.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Courtney Greve Hack moved, and Dan Loucks seconded, that the Board approve the financial statements for April 30, 2023, subject to audit.

Roll Call Vote:

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

Nays: None

Abstained: None

The motion passed.

Jane Birmingham noted that the current year-to-date legal fees remain over budget. She suggested that the Board might wish to increase this line item in next year's budget.

Committee Reports

Building and Grounds

Ken Circo reported the Patron Services lighting project is now complete. The masonry repair project has not begun yet. The Library purchased a new flag for display in the Community Room. The flag was obtained with the help of Representative Jesus "Chuy" Garcia (IL-4). The flag flew over the capital on the library's anniversary - April 4.

Policy & Bylaws – Collection Development Policy

Nancy DeFauw moved, and Christine Long seconded, the approval of the updated Collection Development Policy with revisions.

Ayes: Birmingham, DeFauw, Greve Hack, Hagins, Long, Loucks
Nays: None
Abstained: None
The motion passed.

The Board discussed and clarified the language in Section VI regarding the method of material acquisition to include material *suggested* and *requested* along with those *purchased* and *donated*.

Policy & Bylaws – Donation Policy (Appendix H of Collection Development Policy)

Courtney Greve Hack moved, and Christine Long seconded, the approval of the updated Donation Policy.

Ayes: Birmingham, DeFauw, Greve Hack, Hagins, Long, Loucks
Nays: None
Abstained: None
The motion passed.

Policy & Bylaws – Social Media Policy

Courtney Greve Hack moved, and Christine Long seconded, the approval of the updated Social Media Policy with revisions.

Ayes: Birmingham, DeFauw, Greve Hack, Hagins, Long, Loucks
Nays: None
Abstained: None
The motion passed.

The Board discussed adding language to our policy that enforced existing terms of service. Ken Circo noted the importance of having an up to date social media policy in place given the constantly changing technology.

Policy & Bylaws – Meeting Room Policy

Jane Birmingham moved, and Courtney Greve Hack seconded, the approval of the updated Meeting Room Policy.

Ayes: Birmingham, DeFauw, Greve Hack, Hagins, Long, Loucks
Nays: None
Abstained: None
The motion passed.

Communications and Marketing

Courtney Greve Hack reported that Bob Uphues ran the Reading Between the Wines (RBTW) story in the Landmark.

The communications and marketing committee met on April 21, 2023. An update to the social media policy is in the works. We are still working on updating the Disaster/Emergency Plan announcements and moving them to a separate document.

The Board discussed documenting our recent experience with the requests for reconsideration of library materials.

Staff Reports

The Board reviewed the staff reports.

Christine Long thanked the Library staff for "Blind Date with a Book" program.

Director's Report

The Board reviewed the Library Director's report.

The defibrillators were moved from the Director's office to the entrance ramp hallway to provide easier access for the staff and patrons. The alarm on the CYS door has been adjusted. The Friends of Library book sale is going well and their membership drive is now underway.

New Business

Special Event Application – Cindy Vitek Memorial Fundraiser

Courtney Greve Hack moved and Christine Long seconded, the approval of the special event application.

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

Nays: None

Abstained: None

The motion passed.

Correspondence

The Board acknowledged receipt of various thank you notes. Ken Circo thanked the Board for their nomination of him as Board President. Nancy DeFauw will consider becoming the Board liaison to Friends of the Library.

Adjournment

Upon motion by Jane Birmingham, seconded by Christine Long, and passed unanimously, the meeting was adjourned at 9:02 pm.

President

Secretary

Riverside Public Library

CASH DISBURSEMENTS

MAY - 2023

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR MAY 2023 ACCOUNTS PAYABLE,
AND MAY PAYROLL = \$97,984.89**

Including voided checks #23341 and 23352 - 23365

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 5/1/2023 Through 5/31/2023

Check Numbr	Check Date	Payee	Check Amount	Transaction Description
23331	5/9/2023	Bank of New York Mellon	750.00	Paying agent fee, Loan CTU2004731
23332	5/9/2023	Bank of New York Mellon	13,400.00	Bond interest, Loan CTU2004731
23333	5/9/2023	Coverall North America, Inc	1,948.00	Cleaning services- May
23334	5/9/2023	Delta Dental of Illinois - Risk	76.55	HMO dental- May
23335	5/9/2023	Delta Dental of Illinois- Vision	32.65	Vision insurance- May
23336	5/9/2023	Ebsco Information Services	638.28	Flipster
23337	5/9/2023	Klein, Thorpe & Jenkins, Ltd.	70.70	Legal- audit
23338	5/9/2023	Lofton Landscaping Company	260.00	Spring cleanup
23339	5/9/2023	Madison National Life	59.88	Life insurance- April & May
23340	5/9/2023	NCPERS-IL IMRF	32.00	Term life- Forsyth & Silva
23342	5/9/2023	North Suburban Employee Benefit Coop	216.00	PPO dental-April
23343	5/9/2023	North Suburban Employee Benefit Coop	1,767.58	PPO medical- April
23344	5/9/2023	TIAA, FSB	550.00	Copier rental
23345	5/11/2023	Blue Cross Blue Shield of Illinois	5,457.83	HMO medical- May
23346	5/15/2023	Pamela Bannos	300.00	Vivian Maier program
23347	5/15/2023	Dell Marketing L.P.	4,947.57	3 PC's
23348	5/15/2023	Business Card	2,161.27	Credit card purchases
23349	5/25/2023	Rafael Nieves	135.00	Prints for outgoing board members
23350	5/25/2023	Village of Riverside	5,194.51	May 2023 IMRF
23351	5/25/2023	Unique Management Services, Inc.	19.70	April placements
1393	5/12/2023	Administration	4,120.41	Group: 01; Pay Date: 5/12/2023
1394	5/12/2023	Information Services	5,031.28	Group: 02; Pay Date: 5/12/2023
1395	5/12/2023	Children & Youth Services	4,176.89	Group: 03; Pay Date: 5/12/2023
1396	5/12/2023	Patron Services	6,984.74	Group: 04; Pay Date: 5/12/2023
1397	5/26/2023	Administration	4,147.57	Group: 01; Pay Date: 5/26/2023
1398	5/26/2023	Information Services	5,031.27	Group: 02; Pay Date: 5/26/2023
1399	5/26/2023	Children & Youth Services	4,320.01	Group: 03; Pay Date: 5/26/2023
1400	5/26/2023	Patron Services	<u>7,087.23</u>	Group: 04; Pay Date: 5/26/2023
		Total	78,916.92	
	5/30/2023	Electronic payment- Comcast	447.43	Phone
	5/30/2023	Electronic payment- Comcast	233.85	Internet
	5/12/2023	EFTPS Electronic Tax Payment- Employer portion	2,050.12	
	5/26/2023	EFTPS Electronic Tax Payment- Employer portion	<u>2,074.01</u>	
		Report Total	<u>83,722.33</u>	

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 6/13/2023 Through 6/13/2023

Number	Check Date	Payee	Check Amount	Transaction Description
23366	6/13/2023	Amazon Capital Sevices	1,340.60	Amazon purchases
23367	6/13/2023	Aquamist Plumbing & Lawn Sprinkling Co.	567.26	Spring start-uo & repairs to irrigation system
23368	6/13/2023	Cintas Corporation LOC. 769	955.30	Air care wall dispenser
23369	6/13/2023	Colley Elevator Co.	226.00	Elevator inspection
23370	6/13/2023	Demco, Inc.	472.50	Book covers, tape, labels
23371	6/13/2023	Garvey's Office Products	347.44	Copy paper, trash bags, paper towels, etc
23372	6/13/2023	Ingram Library Services	3,424.72	Various
23373	6/13/2023	KnowBe4, Inc.	354.00	Security awareness training
23374	6/13/2023	Lofton Landscaping Company	705.00	May landscaping & add top soil along sidewalk
23375	6/13/2023	Midwest Tape	845.78	Digital subscriptions
23376	6/13/2023	Minuteman Press of Lyons	3,137.87	Summer newsletter & kids' reading log
23377	6/13/2023	NICOR Gas	391.44	Gas bill
23378	6/13/2023	Pagefreezer	1,438.00	Social media archiving - 1 year
23379	6/13/2023	Rowman & Littlefield Publishing Group	<u>56.65</u>	US Government Manual
Report Total			<u>14,262.56</u>	

Riverside Public Library

FINANCIAL REPORTS

For 5 Months Ending

May 31, 2023

UNAUDITED



**Riverside Public Library
Cash Balances
As of 05/31/2023**

	Balance, <u>05/31/2023</u>
Consolidated Operating Funds:	
First American- Checking	33,000.73
First American- Payroll	<u>268.20</u>
Total First American accounts	33,268.93
 Riverside Bank savings	 2,897.15
 Illinois Funds	
General Fund	872,109.13
Audit Fund	3,274.52
IMRF Fund	21,869.66
FICA Fund	25,523.24
Unemployment Comp Fund	506.25
Capital Improvements Fund	42,779.69
Special Reserve Fund	10,407.27
Working Cash Fund	274,182.83
Library Bond Fund	<u>250,906.52</u>
Total Illinois Funds	1,501,559.11
 Total Operating Funds Cash Balances	 1,534,828.04
 Gift & Endowment Funds:	
Library Gift Fund	100,277.20
Batko Endowment Fund	6,067.45
Lower Level Renovation Fund	52,274.95
General Endowment Fund	10,179.89
Dardwin Fund	<u>16,593.64</u>
 Total Gift & Endowment Funds	 185,393.13
 Total Funds	 <u>1,720,221.17</u>

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 5/31/2023

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	923,282.82
1st American-Checking Account	27,772.75
1st American-Payroll Account	267.71
Riverside Bank savings account	2,918.40
Property Tax Receivable	(352,936.96)
Due from Other Funds	4,660.98
Due from other groups	(193.47)
Staff Receivables	(34.96)
Fixed Assets	1,260,414.00
Amount Provided for Vacation	23,590.00
Total Assets	1,889,741.27
Liabilities	
Accounts Payable	14,262.56
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,079.80
IMRF Payable	(47.90)
Deferred Property Taxes	(352,936.96)
Accrued Payroll	18,548.84
Accrued Vacation Pay	23,590.00
Health Insurance Payable	(128.99)
Term Life Insurance Payable	(121.08)
Due to Other Funds	640.00
Due to Library Gift Fund	631.03
Due to Friends of the Library	135.00
Due to Historical Society	313.00
Investment in Fixed Assets	1,260,414.00
Total Liabilities	966,318.73
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	583,685.71
Restricted for Audit	(97.25)
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	256.63
Total Beginning Fund Balances	582,043.88
Excess Revenues/(Expenditures)	341,378.66
Total Fund Balances	923,422.54
Total Liabilities & Fund Balances	1,889,741.27

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 5/1/2023 Through 5/31/2023

	Current Period Actual	Current Year Actual-5 mos.ending 5/31/2023	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2021 Property tax revenue	0.00	317,458.60	0.00	317,458.60	0.00%
2022 Property Tax Revenue	0.00	681,584.33	1,259,965.00	(578,380.67)	(45.90)%
Lower Level Bond revenue	<u>0.00</u>	<u>0.00</u>	<u>121,800.00</u>	<u>(121,800.00)</u>	<u>(100.00)%</u>
Total Property Taxes	0.00	999,042.93	1,381,765.00	(382,722.07)	(27.70)%
Inter Government Funds	3,728.63	19,519.49	23,000.00	(3,480.51)	(15.13)%
Interest	4,029.88	13,506.14	1,250.00	12,256.14	980.49%
Fees for Services	1,351.59	5,830.11	4,988.00	842.11	16.88%
Misc Revenue					
The SPOT revenue	0.00	10.00	5,000.00	(4,990.00)	(99.80)%
Other	<u>(20.00)</u>	<u>218.29</u>	<u>550.00</u>	<u>(331.71)</u>	<u>(60.31)%</u>
Total Misc Revenue	<u>(20.00)</u>	<u>228.29</u>	<u>5,550.00</u>	<u>(5,321.71)</u>	<u>(95.89)%</u>
Total Revenues	<u><u>9,090.10</u></u>	<u><u>1,038,126.96</u></u>	<u><u>1,416,553.00</u></u>	<u><u>(378,426.04)</u></u>	<u><u>(26.71)%</u></u>
Total Revenue	<u><u>9,090.10</u></u>	<u><u>1,038,126.96</u></u>	<u><u>1,416,553.00</u></u>	<u><u>(378,426.04)</u></u>	<u><u>(26.71)%</u></u>
Expenditures					
Personnel Services	68,173.85	368,314.97	912,800.00	544,485.03	59.65%
Supplies	1,510.92	7,029.51	20,450.00	13,420.49	65.63%
Contractual Services	5,416.24	33,114.76	102,500.00	69,385.24	67.69%
Adult Information Sources	3,447.17	13,293.23	42,060.00	28,766.77	68.39%
Electronic Resources	1,114.61	15,043.78	65,240.00	50,196.22	76.94%
CYS Information Sources	947.41	4,663.44	12,300.00	7,636.56	62.09%
Marketing/Public Relations	3,353.68	8,525.60	21,800.00	13,274.40	60.89%
Administration	16,878.00	48,351.00	209,350.00	160,999.00	76.90%
Technology	<u>2,763.99</u>	<u>11,315.86</u>	<u>21,000.00</u>	<u>9,684.14</u>	<u>46.11%</u>
Total Expenditures	<u><u>103,605.87</u></u>	<u><u>509,652.15</u></u>	<u><u>1,407,500.00</u></u>	<u><u>897,847.85</u></u>	<u><u>63.79%</u></u>
Miscellaneous Expenses					
Misc Expenses	<u>(30.01)</u>	<u>42,065.97</u>	<u>0.00</u>	<u>(42,065.97)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u><u>(30.01)</u></u>	<u><u>42,065.97</u></u>	<u><u>0.00</u></u>	<u><u>(42,065.97)</u></u>	<u><u>0.00%</u></u>
Total Expenditures	<u><u>103,575.86</u></u>	<u><u>551,718.12</u></u>	<u><u>1,407,500.00</u></u>	<u><u>855,781.88</u></u>	<u><u>60.80%</u></u>
Excess Revenues(Expenditures)	<u><u>(94,485.76)</u></u>	<u><u>486,408.84</u></u>	<u><u>9,053.00</u></u>	<u><u>477,355.84</u></u>	<u><u>5,272.90%</u></u>

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 5/1/2023 Through 5/31/2023

	Current Period Actual	Current Year Actual 5 mos.ending 5/31/2023	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2021 Property tax revenue	0.00	317,458.60	0.00	317,458.60	0.00%
2022 Property Tax Revenue	0.00	681,584.33	1,259,965.00	(578,380.67)	(45.90)%
Lower Level Bond revenue	0.00	0.00	121,800.00	(121,800.00)	(100.00)%
Total Property Taxes	0.00	999,042.93	1,381,765.00	(382,722.07)	(27.70)%
Inter Government Funds					
Per capita state grants	0.00	0.00	13,000.00	(13,000.00)	(100.00)%
Corporate Replacement Taxes	3,728.63	19,519.49	10,000.00	9,519.49	95.19%
Total Inter Government Funds	3,728.63	19,519.49	23,000.00	(3,480.51)	(15.13)%
Interest on Operating Funds					
Interest-Illinois Funds	4,022.15	13,492.75	1,250.00	12,242.75	979.42%
Interest- Riverside Bank	7.73	13.39	0.00	13.39	0.00%
Total Interest on Operating Funds	4,029.88	13,506.14	1,250.00	12,256.14	980.49%
Fees & Services					
Fines	194.50	892.49	500.00	392.49	78.50%
Fax Fees	27.50	166.50	250.00	(83.50)	(33.40)%
Maker Space fees/Internet fees	25.80	25.80	3.00	22.80	760.00%
Printing Fees	492.41	1,723.73	1,200.00	523.73	43.64%
Book & Video Sales	589.39	2,715.60	2,500.00	215.60	8.62%
Adult Replacement Fees	0.00	20.00	100.00	(80.00)	(80.00)%
CYS Replacement Fees	0.00	191.00	200.00	(9.00)	(4.50)%
ILL Fees	21.99	64.99	35.00	29.99	85.69%
Lost Book Credit	0.00	5.00	100.00	(95.00)	(95.00)%
Meeting Room Charges	0.00	25.00	100.00	(75.00)	(75.00)%
Total Fees & Services	1,351.59	5,830.11	4,988.00	842.11	16.88%
Miscellaneous Revenue					
Miscellaneous Revenue	17.50	103.80	200.00	(96.20)	(48.10)%
Memorial Book Donations	(50.00)	0.00	250.00	(250.00)	(100.00)%
Donations	12.50	114.49	100.00	14.49	14.49%
The SPOT revenue	0.00	10.00	5,000.00	(4,990.00)	(99.80)%
Total Miscellaneous Revenue	(20.00)	228.29	5,550.00	(5,321.71)	(95.89)%
Total Revenues	9,090.10	1,038,126.96	1,416,553.00	(378,426.04)	(26.71)%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 5/1/2023 Through 5/31/2023

	Current Period Actual	Current Year Actual-5 mos. ending 5/31/2023	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	56,205.97	306,505.36	756,400.00	449,894.64	59.48%
Health & Life Insurance	4,641.23	21,855.66	55,000.00	33,144.34	60.26%
Employer's Portion - IMRF	3,130.74	16,709.96	42,000.00	25,290.04	60.21%
Employer's Portion - FICA	4,124.13	22,481.85	58,000.00	35,518.15	61.24%
Unemployment Comp Expense	71.78	762.14	1,400.00	637.86	45.56%
Total Personnel Services	68,173.85	368,314.97	912,800.00	544,485.03	59.65%
Materials & Supplies					
Office Supplies	289.82	808.37	3,000.00	2,191.63	73.05%
Library Supplies	472.50	1,348.17	4,000.00	2,651.83	66.30%
CYS Supplies	89.76	101.24	600.00	498.76	83.13%
Info Services Supplies	0.00	0.00	350.00	350.00	100.00%
Building Maintenance Supplies	468.85	3,991.79	10,000.00	6,008.21	60.08%
Ink Cartridges	189.99	779.94	2,500.00	1,720.06	68.80%
Total Materials & Supplies	1,510.92	7,029.51	20,450.00	13,420.49	65.63%
Contractual Services					
Janitorial	1,948.00	9,740.00	28,000.00	18,260.00	65.21%
Water	57.35	1,047.21	2,500.00	1,452.79	58.11%
Gas	391.44	6,334.09	15,000.00	8,665.91	57.77%
Building Maintenance	1,557.85	6,433.94	30,000.00	23,566.06	78.55%
Small Equipment Maintenance	0.00	220.00	1,000.00	780.00	78.00%
Equipment Maintenance	793.26	4,934.08	12,000.00	7,065.92	58.88%
Furnishings & Equipment	118.34	118.34	5,000.00	4,881.66	97.63%
Copier Rental & Maintenance	550.00	4,287.10	9,000.00	4,712.90	52.37%
Total Contractual Services	5,416.24	33,114.76	102,500.00	69,385.24	67.69%
Electronic Resources					
On-line Data Bases	845.78	7,781.88	30,740.00	22,958.12	74.68%
SWAN Computer	0.00	5,917.75	27,000.00	21,082.25	78.08%
Internet Expense	233.85	1,169.25	3,000.00	1,830.75	61.02%
Patron Subscription services	34.98	174.90	4,500.00	4,325.10	96.11%
Total Electronic Resources	1,114.61	15,043.78	65,240.00	50,196.22	76.94%
Information Sources					
Books	1,910.97	7,309.37	20,500.00	13,190.63	64.34%
Standing Order Books	412.83	1,503.74	4,000.00	2,496.26	62.41%
Periodicals	870.20	3,443.33	8,500.00	5,056.67	59.49%
DVD	228.18	899.46	4,000.00	3,100.54	77.51%
Audio Books	0.00	53.34	60.00	6.66	11.10%
Library of Things expenses	0.00	27.80	0.00	(27.80)	0.00%
The SPOT expenses	24.99	56.19	5,000.00	4,943.81	98.88%
Total Information Sources	3,447.17	13,293.23	42,060.00	28,766.77	68.39%
Children/Youth Services					
CYS Juvenile Books	428.24	1,720.69	4,000.00	2,279.31	56.98%
CYS Periodicals	0.00	358.43	250.00	(108.43)	(43.37)%
CYS Reference Books	0.00	0.00	1,500.00	1,500.00	100.00%
CYS Video Games	0.00	0.00	250.00	250.00	100.00%
CYS Young Adult	298.98	1,229.66	2,000.00	770.34	38.52%
CYS Board Books	0.00	28.22	0.00	(28.22)	0.00%
CYS Easy Books	213.54	1,150.10	3,000.00	1,849.90	61.66%
CYS DVD	0.00	149.70	700.00	550.30	78.61%
CYS Toys & Puzzles	6.65	26.64	100.00	73.36	73.36%
CYS Storytime Resources	0.00	0.00	100.00	100.00	100.00%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 5/1/2023 Through 5/31/2023

	Current Period Actual	Current Year Actual-5 mos. ending 5/31/2023	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS Steam	0.00	0.00	400.00	400.00	100.00%
Total Children/Youth Services	<u>947.41</u>	<u>4,663.44</u>	<u>12,300.00</u>	<u>7,636.56</u>	<u>62.09%</u>
Marketing/Public Relations					
CYS Programming	23.02	210.93	300.00	89.07	29.69%
Adult Programming	300.00	1,621.46	4,000.00	2,378.54	59.46%
Library Programs	11.79	655.66	500.00	(155.66)	(31.13)%
Advertising Expenses	0.00	0.00	1,500.00	1,500.00	100.00%
Binding	0.00	0.00	500.00	500.00	100.00%
Newsletter Expense	<u>3,018.87</u>	<u>6,037.55</u>	<u>15,000.00</u>	<u>8,962.45</u>	<u>59.75%</u>
Total Marketing/Public Relations	<u>3,353.68</u>	<u>8,525.60</u>	<u>21,800.00</u>	<u>13,274.40</u>	<u>60.89%</u>
Administration					
Shipping Charges	41.54	218.79	450.00	231.21	51.38%
Legal Services	0.00	4,380.40	1,500.00	(2,880.40)	(192.03)%
Credit Bureau	(10.30)	210.20	600.00	389.80	64.97%
Telephone	462.43	2,865.89	9,000.00	6,134.11	68.16%
Postage	24.43	134.00	1,000.00	866.00	86.60%
Treasurer's Bond	0.00	0.00	500.00	500.00	100.00%
Liability Insurance	1,438.00	22,591.10	25,000.00	2,408.90	9.64%
Audit Fees	70.70	70.70	3,900.00	3,829.30	98.19%
Seminars, Conferences, Meetings	350.00	350.00	500.00	150.00	30.00%
Membership Dues	0.00	664.00	700.00	36.00	5.14%
Accounting Expenses	171.27	1,058.91	2,500.00	1,441.09	57.64%
Staff Development	0.00	1,161.98	2,000.00	838.02	41.90%
Bond repayment	13,400.00	13,400.00	121,800.00	108,400.00	89.00%
Credit Card/Bank Fees	44.93	133.60	900.00	766.40	85.16%
Miscellaneous Expense	750.00	811.53	8,000.00	7,188.47	89.86%
Board Expense	135.00	299.90	1,000.00	700.10	70.01%
Capital Expense	0.00	0.00	30,000.00	30,000.00	100.00%
Total Administration	<u>16,878.00</u>	<u>48,351.00</u>	<u>209,350.00</u>	<u>160,999.00</u>	<u>76.90%</u>
Technology					
Technology Supplies	55.84	509.79	1,000.00	490.21	49.02%
Computer Consultant	0.00	0.00	2,500.00	2,500.00	100.00%
Network Maintenance	0.00	1.99	2,500.00	2,498.01	99.92%
Computer Hardware & Equipment	2,422.79	3,106.63	6,000.00	2,893.37	48.22%
E-Library Subscription Svcs	208.99	5,223.99	7,500.00	2,276.01	30.35%
Computer Software	<u>76.37</u>	<u>2,473.46</u>	<u>1,500.00</u>	<u>(973.46)</u>	<u>(64.90)%</u>
Total Technology	<u>2,763.99</u>	<u>11,315.86</u>	<u>21,000.00</u>	<u>9,684.14</u>	<u>46.11%</u>
Total Operating Expense	<u>102,491.26</u>	<u>494,608.37</u>	<u>1,342,260.00</u>	<u>847,651.63</u>	<u>63.15%</u>
Miscellaneous Expenses					
Lost ILL Expense	(30.01)	65.97	0.00	(65.97)	0.00%
Transfer to Other Funds	<u>0.00</u>	<u>42,000.00</u>	<u>0.00</u>	<u>(42,000.00)</u>	<u>0.00%</u>
Total Miscellaneous Expenses	<u>(30.01)</u>	<u>42,065.97</u>	<u>0.00</u>	<u>(42,065.97)</u>	<u>0.00%</u>
Total Budgeted Expenses	<u>103,575.86</u>	<u>551,718.12</u>	<u>1,407,500.00</u>	<u>855,781.88</u>	<u>60.80%</u>



I. Purpose and Scope. The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the Riverside Public Library. Its scope is all public funds of the Library.

II. Responsibilities. All investments policies and procedures of the Riverside Public Library will be in accordance with Illinois Law. The authority of the Library Board of Library Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act and the investments permitted are described therein. Administration and execution of these policies are the responsibilities of the Treasurer who is hereby designated as "Chief Investment Officer" of the Library acting under the authority of the Library Board of Trustees.

III. Delegation of Authority. Management and administrative responsibility for the investment program is hereby delegated to the Chief Investment Officer. The Chief Investment Officer, and by designation, the Library Director is responsible for establishing internal controls and written procedures for the operation of the investment program.

IV. "Prudent Person Standard". All Library investment activities shall use a "Prudent Person" standard of care. This standard shall be applied in the context of managing an overall portfolio and specifies that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. Investment officer, acting in accordance with this Policy and the written procedures of the Library, and exercising due diligence, shall be relieved of personal responsibility for a security's credit risk or market price/value changes provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

V. Objectives. In selecting financial institutions and investments instruments to be used, the following general objectives should be considered in the priority listed:

- Legality (conforming with all legal requirements)
- Safety (preserving capital and including diversification appropriate to the nature and amount of funds)
- Liquidity (maintaining sufficient liquidity to meet current obligations and those reasonably to be anticipated)
- Yield (attaining a market rate of return investments)
- Simplicity of management

VI. Guidelines. The following guidelines should be used to meet the general investment objectives:

A). Legality and Safety:

1. Investments will be made only in securities guaranteed by the U.S. Government, or in FDIC insured institutions including SAIF of the FDIC. Deposit accounts in banks or savings and loan institutions will not exceed the amount

insured by FDIC coverage (unless adequately collateralized pursuant to Regulations of the Federal Reserve regarding custody and safekeeping of collateral.)

2. Authorized investments include and will primarily consist of: Certificate of deposit, Treasury Bill and other securities guaranteed by the U.S. Government, participation in the State of Illinois Public Treasurer's Investment Pool, and any investments allowed under State law that satisfy the investment objectives of the library district.

B). Liquidity:

In general, investments should be managed to meet liquidity needs for the current month (based on forecasted needs) and any reasonably anticipated needs

C). Yield- Return on Investment:

Within the constraints on Illinois law, considerations of safety, and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest bearing deposit accounts.

D). Simplicity of Management

The time required by library administrative staff to manage investments shall be kept to a minimum.

VII. Reporting. Investments, funds balances and the statuses of such accounts will be reported at each regularly scheduled meeting of the Library Board and at least quarterly include information regarding securities in the portfolios by class or type, book value, income earned, and market value as of report date. At least annually, the Chief Investment Officer shall review this Policy for any needed modifications and report to the Board on the investment portfolio, its effectiveness in meeting the Library's need for safety, liquidity, and rate of return, diversification and general performance. These reports will be available to the general public upon request.

VIII. Internal Controls. In addition to these guidelines, the Chief Investment Officer shall establish a system of internal controls and written operational procedures designed to prevent loss, theft or misuse of funds.

IX. Authorized Financial Dealers and Institutions. Any investment advisors, money managers and financial institutions shall be considered and authorized only by the action of the Board of Library Trustees upon the recommendation of the Chief Investment Officer. The Chief Investment Officer will maintain a list of financial dealers and institutions authorized to provide investment services.

X. Conflicts of Interest. Officers and employees involved in the investment process shall refrain from personal business activities that might conflict with the proper execution and management of this investment program, or that could impair their ability to make impartial decisions, or that could give the appearance of impropriety.

Adopted by the Riverside Public Library Board of Trustees on October 12, 1999

Reviewed and approved May 2010

Reviewed and approved June 13, 2023

C:\Users\circ\Documents\BOARD PACKETS 2023\JUNE 2023\INVESTMENT OF PUBLIC FUNDS (2023).docx



FUND BALANCE POLICY June 2023 4/9/2019

Purpose and Scope

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

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

Unrestricted Fund Balance Definitions

The **General Fund** is the general Operating Fund of the Library. It is used to account for all financial resources not accounted for and reported in another fund.

The **Working Cash Fund** was established through levy to have cash on hand to fund financial operations prior to receipt of tax collections.

The Capital Improvements Fund serves as a funding source for major capital projects or repairs.

Restricted Fund Balance Definitions

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

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

Special revenue funds (**Gift & Dardwin**) are restricted to expenditures for specific purposes that support library services.

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

The **Lower Level Renovation Fund** was established by the Board of Trustees of the Riverside Public Library. This fund includes all money raised for renovations at the Library. The previously established **Children's Fund** and the **Kovalsky Endowment Fund** were incorporated into the Lower Level Renovation Fund by approval of the Board of Trustees and the Kovalsky Family.

The Library Bond Fund was established xxx and is restricted to expenditures for renovations to the Library lower level.

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

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

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

Reviewed and Approved by the Riverside Board of Trustees June 13, 2023

C:\Users\cinc\Documents\BOARD PACKETS 2023\JUNE 2023\FUND BALANCE POLICY June 2023.docxY:\LIBRARY POLIGIES\FUND BALANCE POLICY.docxA



Although RPL is below the threshold number of employees for coverage under state and federal family leave laws, we recognize the importance of providing leave for employees who must be absent due to medical and family circumstances and therefore RPL does abide by the Family and Medical Leave Act of 1993.

RPL allows eligible employees to take up to 12 weeks job-protected leave in a single 12-month period for specified family and medical reasons:

- the birth of the employee's child and to care for the newborn child;
- the placement of a child with the employee for adoption or foster care and to care for the newly placed child;
- to care for the employee's spouse, child or parent with a serious health condition;
- the employee's own serious health condition which renders the employee unable to perform the functions of the employee's position
- because of any qualifying exigency arising out of the fact that the employee's spouse, child or parent is a covered military service member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation; and
- to care for a covered service member with serious injury or illness if the employee is the spouse, child, parent or next of kin of the service member.

All leave of absences will be unpaid. If the employee has sick/family leave, vacation or personal time accrued it must be used first during your leave.

To be eligible for leave an employee must have worked for RPL for at least 12 months prior to the start of the leave. Employee must have worked 1250 hours in the previous 12 months. The 12 months must be consecutive with no breaks in service.

The 12-month period in which the 12 week entitlement occurs shall be a rolling 12-month period measured backward from the date an employee uses any leave under the FMLA. Thus, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

A request for leave of absence must be submitted in writing and approved by

the Library Director. Unless there is an emergency situation, all requests for leave should be made within a reasonable period of time prior to the start of the leave. RPL will require an employee to provide medical documentation of a serious health condition of the employee or the employee's spouse, parent or child prior to the event or in the case of an emergency, within 15 days. Medical documentation must be completed by the health care provider and must include the date the condition began, its expected duration and a brief statement of treatment. Employees on FMLA shall report their status and intent to return to work to the Library Director at least once every two weeks.

Health Insurance coverage will be maintained for a single leave of absence for 12 weeks for covered employees on the same terms as if the employee had continued to work. Arrangements will need to be made for the employee to pay their share of health insurance premiums while on leave. Employees failing to return to work after expiration of family or medical leave shall be responsible for reimbursement of the library's share of health insurance premiums unless the continuation of the serious medical condition entitles the employee to an extended 14 week leave.

RPL will grant the employee reinstatement to his/her former position or an available position with equivalent status, pay, benefits and other employment terms. If the employee takes leave because of the employees's own serious health condition, the employee may be required to provide medical certification that the employee is fit to perform the essential functions of the job.

Extended Leave Policy

If an employee's illness requires a leave of absence for more than 12 weeks, RPL may, with satisfactory medical evidence, extend an employee's leave for an additional 14 weeks, or a total of 26 weeks. The employee's illness is the only condition upon which a leave can be extended. RPL will grant the employee the same or similar job held prior to the extended leave subject to our staffing and business requirements.

An eligible employee will be offered continuation of insurance through COBRA within 10 days of the conclusion of the 12 week leave of absence.

A leave of absence may be cancelled by RPL if the reason for leave has been misrepresented. RPL will notify the employee in writing that the leave has been recalled. Failure by the employee to respond within three work days will be considered voluntary termination.

Other Leave of Absence

The Library Director may grant an unpaid leave of absence at his or her discretion for situations not meeting the requirements of FMLA or other laws that establish a right to employee leave. Employees must have been employed by the library for at least six months and request leave in writing to the Director stating the reason for the request. The Director shall approve or disapprove all requests in writing. Reinstatement will be subject to RPL staffing and business requirements.

Military Family Leave Entitlement:

If an employee is eligible, the employee may use the 12-week FMLA entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation of a spouse, son, daughter or parent. Qualifying exigencies may include (1) attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; and (7) attending post-deployment briefings. An employee may also be eligible for up to 26 weeks of leave to care for a covered service member during a single 12 month period. This single 12 month period begins with the first day the employee takes the leave. A covered service member includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or (2) is on the temporary disability retired list.

The Victims' Economic Security & Safety Act (VESSA)

The Riverside Public Library follows Illinois law as it pertains to VESSA.

Approved by the Riverside Public Library Board of Trustees September 11, 2012
Reviewed and approved by the Trustees June 13, 2023

C:\Users\cjc\Documents\BOARD PACKETS 2023\JUNE 2023\LEAVE OF ABSENCE POLICY (2023).docx\LIBRARY POLICIES\Leave of Absence Policy.doc



The Riverside Public Library is available to the public for reading, the enjoyment of library materials and to support the research and educational needs of patrons. As part of this educational purpose, the Library permits tutoring on the premises in accordance with this policy.

The Library does not sponsor, recommend or assume liability or responsibility for the work and/or activities of tutors who use Library space. Tutors may not publish or distribute advertisements or letters identifying the Riverside Public Library as their place of doing business or imply Library sponsorship of their activities. All tutors must complete and sign a registration form acknowledging receipt of the *Tutoring Policy*, before any tutoring can be done on Library. The registration form will be kept on file by the Library for one year.

~~All tutoring can must take place in any non-quiet area on the lower level of the Library. During after school hours M-F (August—end of regular school year), the Public Meeting Room is the designated location for all tutoring. The Public Meeting Room is not available for use by tutors on weekends during the school year and during the summer. If the Public Meeting Room is reserved for a library program, tutors may use other areas on the lower level designated by Library staff. Library program space needs always take precedence over tutoring activities. Meeting rooms cannot be reserved for tutoring.~~

Tutors and their students must comply with all rules, guidelines and procedures governing behavior in the Library. Tutors are required to observe the following:

- Tutoring sessions must be kept as quiet as possible.
- Group tutoring of more than 2 students is not allowed.
- ~~Tables and chairs are available on a first come, first served basis. In the Public Meeting Room, each tutor will be responsible for setting up and taking down the table used. Tables cannot be reserved for tutoring.~~
- Tutors are responsible for the behavior of the students being tutored during the tutoring session. (*Use of Library Facilities: Exclusion of Patrons for Inappropriate Behavior Policy*).
- The Library will not provide any supplies to tutors or their clients.
- Photocopying is available for 10 cents a page.
- Library phones are not available for use for incoming or outgoing calls. Responsible cell phone use is permitted in the library.
- Library staff cannot watch personal belongings of patrons.
- Covered drinks are allowed in the Library but no food or snacks are allowed in the Library.
- Library staff is happy to assist tutor teams, just as they assist any patron of the Library. However, the Library staff must be available to all people who come to the Library for help.
- Access to the computers for tutors and their students will be on the same basis as any library patrons and must conform to the Library's *Acceptable Use Policy*.
- If a child being tutored is under the age of 7, the tutor is responsible for the child until that responsibility is passed on to the designated caregiver.
- The Riverside Public Library is not responsible for children or youth left unattended. (*Unattended Child Policy*)

Failure to follow the guidelines of the Tutoring Policy can result in a tutor being asked to leave the Library.

Approved by the Riverside Public Library Board of Trustees August 12, 2014

Reviewed and Approved by the Riverside Public Library Board of Trustees August 8, 2017

Reviewed and Approved by the Riverside Public Library Board of Trustees March 10, 2020

Reviewed and Approved by the Riverside Public Library Board of Trustees June 13, 2023

C:\Users\circ\Documents\BOARD PACKETS 2023\JUNE 2023\TUTORING POLICY June 2023.docx\LIBRARY POLICIES\TUTORING POLICY-MAR-2020.docx

This month was busy with Summer Reading Program prep. We had 5 of our 6 teen volunteer trainings and made school visits to the grade schools and middle school. Thank you to Anne, Mandi and Nikki for doing school visits with me. These visits can take a lot of time but they are totally worth it when kids come in and recognize us, and tell us that they are excited to participate in the summer reading program. We attempted to visit St. Mary's School this year, but it did not work out schedule-wise. We will try again next year.

I also had a virtual meeting with staff members from the Brookfield Zoo to plan a storytime at the Zoo next month. This is an awesome new opportunity for us to partner with the Zoo, and I am looking forward to it!

Highlights

Mother's Day Tea Party—Anne planned and presented a Mother's Day Tea Party on the Saturday before Mother's Day. Moms, Grandmas and kids got dressed up, listened to stories, made a craft and had treats in the Great Room. Participants really enjoyed this program; I received positive feedback from patrons following the program. Thank you Anne for all of your work pulling this together!

School Visits and Field Trips—We spent a lot of time talking about Summer Reading this month! A big thank you to Anne, Mandi and Nikki for going out to the District 96 schools with me for school visits. We often go classroom to classroom, and in some cases, groups of classes come to us in the school library. It can be a lot of work, but it is totally worth it when kids come to the Library and recognize us. They tell us that they are excited to participate in the Summer Reading Program. They often encourage their parents to bring them to the Library!

We haven't gone to St. Mary School in a while, but I reached out to Ms. Nolzco this year to see if we could visit. While we couldn't make it work in their schedule this year, I will reach out again next year and try again.

We hosted two field trips this month. St. Mary School Kindergarten reached out and asked if their students could attend one of our storytimes. I instead offered to have their own storytime field trip and it was lots of fun! We also hosted our annual Central School Kindergarten field trip. Unlike past years, when the kids came in two different groups (AM and PM Kindergarten), the kids all came at once. We made it work with the larger group by planning a rotation of activities that included a summer reading talk with Francesca, a library tour with me, and playtime in our Early Learners Space. It worked out nicely and we are looking forward to more fieldtrips next year!

After School Programs—Nikki planned two afterschool programs. At the Crafternoon program, teens made cool painted canvases as a Mother's Day gift. At STEAM Explorers, kids made popsicle stick birdfeeders. Pokémon Club was well attended this month.

Storytimes—Our Friday All Ages Storytimes continued this month, with Mandi and I planning and leading those sessions. Stephanie Roldan was back to lead our Yoga Storytime this month with a theme of dogs and dinosaurs. Francesca and I planned and lead the Garden Storytimes at the Riverside Community Garden. We love when we can get outside and share stories in nature!

Teen Volunteer Training—I ran 5 teen volunteer training sessions this month, with the last one planned for the first Saturday in June. Any incoming 6th through 12th grade who is interested in volunteering must fill out an application and attend one training. As of the end of May, we have 60 volunteers ready to help this summer!

CHILDREN & YOUTH SERVICES – May 2023 – Nora Durbin

CHILDREN & YOUTH SERVICES STATISTICS – May 2023	
Reference questions asked	<u>181</u>
Informational questions asked	<u>339</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
5/2/2023	Little Hands	6			5	
5/3/2023	RB Transitions			7	3	
5/4/2023	New Parents Group				1	
5/5/2023	All Ages Storytime	15			12	
5/9/2023	Little Hands	5			4	
5/9/2023	D96 Early Learners Storytime 1	8			4	
5/9/2023	D96 Early Learners Storytime 2	25			5	
5/9/2023	D96 Early Learners Storytime 3	6			4	
5/9/2023	D96 Early Learners Storytime 4	24			5	
5/9/2023	Crafternoon			4		
5/11/2023	St. Mary Kindergarten Field Trip		26		6	
5/11/2023	Pokemon		9			
5/12/2023	All Ages Storytime	12			10	
5/13/2023	Mother's Day Tea	4	4		10	
5/13-5/15	Take Home Craft		15			
5/16/2023	Little Hands	1			1	
5/16/2023	Garden Storytime	10			8	
5/17/2023	RPC Storytime 1	10			2	
5/17/2023	RPC Storytime 2	10			2	
5/17/2023	RPC Library Visit	10			2	
5/18/2023	New Parents Group	1			2	
5/19/2023	All Ages Storytime	10			9	
5/20/2023	Teen Volunteer Training 1			4		
5/20-5/24	Teen Finals Kits			12		
5/22/2023	Blythe Park SRP Visits		160		12	
5/22/2023	Teen Volunteer Training 2			12		
5/23/2023	Ames SRP Visits		440		22	
5/23/2023	Little Hands	4			3	
5/23/2023	STEAM Explorers		3			
5/24/2023	Hauser SRP Visits 1		137		5	
5/25/2023	RPC Library Visit	20			3	
5/25/2023	Teen Volunteer Training 3			6		
5/25/2023	Hollywood SRP Visits		235		12	
5/25/2023	Hauser SRP Visits 2		138		5	

CHILDREN & YOUTH SERVICES – May 2023 – Nora Durbin

5/26/2023	Central SRP Visits		275		18	
5/26/2023	Yoga Storytime	7			8	
5/27/2023	Family Playtime	5			3	
5/30/2023	Garden Storytime	10			12	
5/30/2023	Little Hands	3			2	
5/30/2023	Teen Volunteer Training 4			18		
5/31/2023	Teen Volunteer Training 5			20		
5/31/2023	Central Kindergarten Field Trip		50		10	
All month	Blue Board Question					36
After School	22 days	821 kids and teens				
Phone Charger Checkout		18 teens				
Board Game Usage		35 games				
Nintendo Switch Usage		26 teens				

May 2023
Sharon Shroyer

Patron Services

I have finished well over half of the change of address report from SWAN. Most of the names left are patrons who have moved within Riverside, so that project should be finished this month.

I attended the virtual class about the new overdue notice format. Some of the options regarding how to customize the notices are interesting and I look forward to playing with the templates.

I have assigned some of the SWAN reports that we receive weekly and monthly, to Francesca. She seems to have them well in hand.

Dana and I continue to clean up problems found while doing inventory. Dana recently finished an inventory of the adult reference collection and we found large chunks of items that are no longer on shelf. They were apparently weeded a few years back but never withdrawn from the database. I am double checking that they were not moved elsewhere in the collection, and deleting the missing titles as we go through the collection one more time. So far, I have deleted over 140 of those long gone items.

I have started writing a quick Patron Services manual for some of the odd or infrequent procedures that pop up at the PS desk.

Computer Services

We are still tweaking our DNS settings to stop the bouncing with our email payroll stubs. I have adjusted some DNS records, again, to try and solve the issue.

All ten laptops are configured and ready to go. I have set up the new charging cart so that they will be charging continually.

I am currently getting a quote for Henry's new laptop and am starting to get Diane's new laptop setup.

We have renewed half of our Mobile Beacon hotspots in May, and will renew the rest in June. We did not renew two of the hotspots. One was not listed on the registration list, so we just deleted it from the collection. The other has been long overdue since January. That patron has been sent to the referral agency for the cost of the hotspot.

At the suggestion of a staff member (thanks, Diane Forsyth), I have changed how the laptop/hotspot combo's will circulate in the future, making it easier for staff and for patrons to place holds.

May 2023 Information Services Update
Diane Silva

The Spot

Reservations are starting to come in for The Spot! One of our favorite projects this month was Matt Sloan coming in to use our Glowforge to make his Farmer's Market and pool signage for Sloan Coffee Roasters. The final products are amazing and we have his permission to highlight them on our social media when the Market gets going. Jordan also used the Glowforge to make signage for the Market music tent and he and Nikki are 3D printing a variety of fun summer reading prizes for teens and adults. We have completed 4 3D printing projects for patrons. Each one requires tweaking and troubleshooting as we learn more and more about the technology!

World Language Collection

Our first book order for Spanish Language materials was placed this month. We purchased a mix of Spanish versions of popular fiction, classic lit by Hispanic authors, and ESL non-fiction materials. We will be continuing to add to this collection throughout the year and thank the anonymous donor who made this collection possible. We will start promos for the collection as more titles come in.

These materials will become part of a world language collection and any relevant existing materials will be moved to a common location.

Social Media Archives

Sharon and I met with technical reps from Pagefreezer to move forward with social media archiving. Our Instagram account is now successfully being backed up, but there are ongoing issues connecting Facebook. Pagefreezer techs are working with Meta to troubleshoot and will get the issue corrected as soon as possible. Once everything is up and running, Pagefreezer will provide training on how to access archived content.

Programming

Genealogy – Thanks to Janice's passion for genealogy, the monthly club is really taking off. We are seeing solid numbers, really invested attendees, and great numbers for scheduled speakers. Between the collection, the volunteers and Janice's dedication, RPL is becoming a destination location for local genealogists!

The SPOT Appointments/projects – 7
ILP Krosoczka Sync/Passive – 8
ILP VanNess/Yamaguchi – 12
Mindful Chair Yoga (2 sessions) – 17
Estate Planning - 6
Tech Help - 2
Climate Progress – 9
Medicare – 17
The Spot Craft – 6
Veggie Gardening at RCG - 8

Vivian Maier - 34
Genealogy – 10
Meditation (2 session) – 11
Riverside Reads Book Club – 8
Crafting Connections - 3
Knitting Club (2 session) – 13
Passive
Spice Kits – 50
Seed Packets Take/Leave – 3
Puzzle -4

	Programs/Sessions	Attendance/Views	Passive Programs	Passive Participants
Adults 19+	22	296	3	54
General Interest(mixed)	2	5	1	0
Total	42	510	5	69

Patron Interactions –We had 833 patron interactions by phone, email or in person.

Riverside Public Library
Miscellaneous Statistics - May 2023

May-23	May-22	YTD 2023	YTD 2022
--------	--------	----------	----------

Reference Statistics

Questions Asked - Adult	833	620	3864	3490
Questions Asked - Youth Services	520	609	2729	2243

**Internet Usage - Adult
- CYS**

Total Usage

	342	238	20854	1190
	144	93	802	508
	486	331	21656	1698

Holdings

Adult Titles Added	154	134	648	745
CYS Titles Added	83	59	458	503
Total Titles Added	237	193	1106	1248

Adult Titles Withdrawn	441	120	864	499
YS Titles Withdrawn	48	0	787	500
Total Titles Withdrawn	489	120	1651	999

Total Holdings

	62807	62871
--	--------------	--------------

Adult Programs

Number of Library Programs	19	12	75	85
Number of Community Programs	12	8	54	22
Library Program Attendance	182	125	540	720
Community Program Attendance	189	123	695	272
Total Adult Program Attendance	371	248	1235	992
Total Adult Passive Prog. Users	57	32	366	213

Children and Youth Services

Children 0-11 Passive Programs	2	2	10	18
Children 0-11 Active Programs	33	26	161	113
YA 12-18 Passive Programs	0	2	8	11
YA 12-18 Active Programs	8	6	24	14
Number of Passive CYS Programs	2	4	18	29
Number of Active CYS Programs	33	32	177	89

Children Pass. Prog. Attendance	51	49	226	491
YA Passive Prog. Attendance	0	38	137	122
Children Active Prog. Attendance	1889	2081	3572	3870
YA Active Prog. Attendance	86	125	229	185
Total Passive Prog. Attendance	51	87	363	613
Total Active Prog. Attendance	1975	2206	3801	4055

New Library Cards Issued

	47	38	217	229
--	----	----	-----	-----

Library Attendance

	6633	7081	35221	31475
--	------	------	-------	-------

Faxes sent by Patrons

	15	25	72	87
--	----	----	----	----

Notary Service

	18	18	73	110
--	----	----	----	-----

Checkouts	4274	4527	24786	26487
Renewals	3491	3505	16813	17538
Checkins	5442	5729	28047	30764
Total Circulation	13207	13761	69646	74789

	May-23	May-22	YTD 2023	YTD 2022
--	--------	--------	----------	----------

Interlibrary Loans

Loaned	866	1155	5151	5270
Borrowed	889	1324	5505	6721

Reciprocal Borrowing

Loaned to Other Library Patrons	596	582	2891	2760
RPL Patrons Borrowing Elsewhere	1092	975	5395	4807

Digital Resources

Hoopla	391	395	1796	1785
Axis360	117	131	647	646
Libby (Digital Library of Illinois)	1327	965	6030	4726
Flipster Downloads and Views	20	28	168	402

Web Site

Total Hits	4192	3790	22105	19009
------------	------	------	-------	-------

Wireless Statistics

	1042	784	5072	12287
--	------	-----	------	-------

Online Databases

Ancestry.com

Searches	405	473	4620	2513
Returns	1219	431	8851	2040

Encyclopaedia Britannica

Sessions	19	11	189	91
Documents	19	11	189	99

Newsbank

Searches	13	0	51	21
----------	----	---	----	----

	May-23	May-22	YTD 2023	YTD 2022
--	--------	--------	----------	----------

EBSCO Online Databases

Academic Search Premiere				
Searches	47	40	230	108
Requests	47	40	230	107
Auto Repair Source				
Searches	0	0	0	0
Results	0	0	0	0
Biography Reference Center				
Searches	6	4	12	5
Requests	6	4	11	5
Business Source Premier				
Searches	73	66	165	151
Results	73	66	165	151
Consumer Health Complete				
Searches	0	0	1	1
Results	0	0	0	0
Consumers Reports				
Sessions	0	6	22	30
Searches	0	102	317	435
History Reference Center				
Searches	10	3	31	19
Results	10	3	31	19
Legal Information Ref. Center				
Searches	0	4	0	4
Results	0	4	0	4
Literary Reference Center				
Searches	68	32	249	73
Requests	68	32	249	73
Masterfile				
Searches	53	39	200	189
Requests	53	39	200	189
Middle Search Plus				
Search	21	0	32	0
Results	21	0	32	0
Newspaper Search Plus				
Search	22	27	97	73
Results	22	27	97	73
Novelist				
Searches	0	1	17	43
Requests	0	1	15	41
Points of View Ref. Center				
Searches	11	22	206	56
Results	11	22	206	56
Primary Search				
Searches	1	0	5	3
Results	1	0	5	0
Science Reference Center				
Searches	2	6	36	29
Results	2	6	9	27
Small Business Center				
Searches	3	0	5	0
Results	3	0	4	0

	May-23	May-22	YTD 2023	YTD 2022
--	--------	--------	----------	----------

Additional Statistics

Newspaper Archives

Searches

16	16	82	118
----	----	----	-----

Museum Passes

Issued

15	17	58	38
----	----	----	----

Library of Things

Equipment

67	41	298	73
----	----	-----	----

Kits

8	20	82	33
---	----	----	----

Create Collection

Equipment

7	5	16	6
---	---	----	---

Online Learning

Creative Bug

Sessions

2	1	12	4
---	---	----	---

Total Viewed

4	0	10	0
---	---	----	---

Library Director's Report
June 2023 

Administration

Two donations were made to the SPOT in early May. The first was a sturdy binding machine and binding supplies. A heavy duty paper cutter was also included. The second one was a never used 3D printer. The patron purchased it during the pandemic with the intention of helping to make face shields. However, they got involved with other pandemic related things and did not use it. Both of these donations will make great additions to the SPOT and help patrons create in additional ways.

Several more Library policies were reviewed and revised as necessary. It is important to go through all of them on a regular basis to make sure they are current. By the time we are done with them all, it's time to go through them again!

Three years of Board packets/minutes were sent to the Bindery. While prepping them for binding, I started looking through the earliest years of the Library and got inspired to figure out how many Directors there have been since 1930. It was a Friday afternoon project and here is the list:

May 1930 - September 1937

Grace Gilman

September 1937 - September 1938

Elizabeth Dorcas (Filling in for Grace Gilman)

September 1938 - October 1940

Grace Gilman

September 1940 - September 1941

Jane Ganfield (Filling in for Grace Gilman)

September 1941- May 1945

Grace Gilman

(13 years total)

June 1945 - April 1963

Margaret Blakely

(18 years)

April 1963 - November 1970

Myrtle Ward

(7 years)

January 1971 - May 1974

Wanda Schumacher

(3 years)

June 1974 - November 1987

Steven Olderr

(13 years)

December 1987 - February 1997

Julia Faust

(10 years)

February 1997 - June 1999

Debbie Renkosik Busch

(2 years)

June 1999 - September 1999

Interim Director Alex Todd

September 1999 -

Janice (Fisher) Foley

The Library is registered for the Fourth of July parade. Please let me know if you will be marching this year. We will be giving away reading/book related stickers this year with a label that says We love (a red heart) our patrons. The Friends of the Library officers have been invited to join us again this year.

The Riverside Arts Weekend Committee chose decorating bird houses as this year's community activity. The decorated bird houses will be auctioned off during the weekend. I contacted Erika from the Committee and said we would love to decorate one. We ended up with two! Jordan Bravo and I each decorated one. Not surprising, they both were done in a Reading/Book motif! It is important for the Library to be involved in the community and this is one fun way to do that.

Everything is set for the Summer Reading Program Kickoff on June 9. This year it will take place in the afternoon. Riverside Bank has sponsored an animal program at 1pm and those who attend will be able to add tasty candy, gummies, and additional salty treats to their popcorn after signing up for the reading program. Additionally, we are set for the Library Booth at Farmers' Market! This year we will be staffing the booth every week from 2:30pm – 7:00pm. The new Book Farm, paid for by the Friends, will be a big draw for children at the market. We will also be selling some Library related items. If anyone would like to take a turn at the booth, please let me know.

Several incidents occurred at the Reading Circle the last two weeks of the month. A staff member leaving the building witnessed two teen boys digging a brick out of the dirt surrounding the circle and then proceed to throw it at each other. Unfortunately, we were unable to get any names as they quickly disappeared. Several days after that incident, the same staff member found an uncapped blue marker on the ground by the benches and found that someone had scribbled with it on two of the benches. Fortunately, it was not permanent marker but it was still vandalism. I contacted Chief Buckley to let him know about the two episodes and he encouraged the installation of a camera that faces the Reading Circle since the area seems to be very popular with groups of all ages. I met with Allen Goodcase on May 31 to discuss the options. He said unless we wanted to dig a trench for wires, the best bet would be to place a battery operated device in the nearby tree and position it to record that way. He is researching that type of system. I will let you know the status at the Board Meeting.

Ongoing

Managers continued to meet every Thursday.

Crafting Connection met on the first Tuesday of the month. Everyone brought their own craft to do this month.

The Genealogy Club met on May 22. We continue to have a great showing. Over 10 people came this month and one of the group put together a presentation on her family's story and gave a wonderful presentation to those in attendance!

Advocacy

Friends of the Library met on Tuesday, May 15. They welcomed a new Vice President to the Board due to current Membership VP Cristin Evans stepping down from the position. The township has approved the date for the Fall Bingo event. The membership drive is currently in full swing. Gauging from the number of envelopes we are receiving for them, it appears to be a successful drive.

Building and Grounds

John Holton informed me on June 1 that the masonry work would be pushed back to July 17. I expressed my disappointment with the delay. I hope this is the only delay. If they will not honor the price from 2021, I will attempt to find another company. However, they are one of the only companies who specialize on historic buildings.

Aquamist came to turn on the outdoor irrigation system and check the RPZ valve. Unfortunately, they discovered two damaged sprinkler heads. They replaced them and turned the system on. As we have been doing for the past few years, I then shut the system off until it was needed. Since the garden is growing well, we only put the sprinklers on when needed. This saves on the water bill and does not hurt the garden or lawn in any way.

Routine lawn care has been taking place the entire month. In addition, Michael Lofton has put dirt in the two areas at each side of the entrance way, which had worn down and could cause a trip hazard. Grass seed was also planted to hopefully promote grass growth.

Monthly elevator maintenance was performed.

Riverside Public Library 061423 Maker Space Renovation

HELP WANTED

**RIVERSIDE PUBLIC LIBRARY
INTERIOR ALTERATIONS
PROJ. NO. 20030A
ADVERTISEMENT FOR BIDS
001113 - 1 JUNE 13, 2023**

SECTION 001113 – ADVERTISEMENT FOR BIDS

Sealed bids for Maker Space Renovation at the Riverside Public Library will be received by the Riverside Public Library located at 1 Burling Road, Riverside, IL 60546 until 10:00 a.m. prevailing time on July 7th, 2023. Lump Sum bid proposals will be received for this project at the scheduled time of receipt of bids and will be publicly opened and read aloud at the above stated time and place.

Each bid must be accompanied by a Bid Guarantee in the form of a Bid Bond, Certified Check or Bank Draft in an amount equal to and not less than ten percent (10%) of the bid and made payable to the Board of Trustees, Riverside Public Library. No bid shall be withdrawn for a period of sixty (60) days after the bid opening date without the consent of the Owner. Checks or drafts of unsuccessful Bidders will be returned as soon as practical, after opening and checking the bids. Successful Bidder must provide a Performance Bond and a Labor and Material Payment Bond in the full amount of the Contract, acceptable to the Owner.

Bids shall be submitted in an opaque sealed envelope clearly marked as SEALED BID and addressed to:

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

The Board of Trustees reserves the right to reject any or all bids or parts thereof, or waive any irregularities or informalities in bidding, that are in the opinion of the Owner, to be in the best interest of the Riverside Public Library.

This Contract is subject to the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.).

QUALIFICATION: Each Bidder must satisfactorily complete the qualification process described in Section 004395 -General Requirements of the Project Manual, by providing the required Qualification Documents. The required Qualification Documents must be delivered along with the Bidder's sealed bid at the same place and time required for the bid. Contents of each Bidder's Qualification Documents will be available for public review. The Qualification Documents will be reviewed by the Owner and Architect to determine the lowest responsible Bidder.

Bidding documents are on file and are available on Tuesday, June 13, 2023. Bid documents can be obtained electronically and reproduced at the contractor's expense from the following: Cross Rhodes Reprographics, 30 Eisenhower Lane North, Lombard, IL 60148; Phone: 630-963-4700

A pre-bid meeting will be held at 10:00 a.m., prevailing time, on June 22, 2023 at the Riverside Public Library located at 1 Burling Road, Riverside, IL 60546. **Prospective bidders are encouraged to attend.** After the pre-bid meeting, everyone is invited to visit the site, gather additional information, and ask further questions. Bidders not attending the pre-bid meeting can make a site visit on their own time during the library's regular hours. Visitors are asked to sign in at the circulation desk. If the bidder requires access to a staff area, the bidder shall contact the Architect prior to the visit, to make arrangements for access.

Board of Trustees
Riverside Public Library
Riverside, Cook County, Illinois
END OF SECTION 001113

Published in RB Landmark
June 14, 2023



OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State and State Librarian

May 23, 2023

Ms. Janice Foley, Library Director
Riverside Public Library
1 Burling Road
Riverside, Illinois 60546-2259

Dear Ms. Foley:

I am pleased to award the Riverside Public Library a Fiscal Year 2023 Public Library Per Capita grant in the amount of \$13,714.55.

This grant support is provided pursuant to Title 23 Illinois Administrative Code Part 3035; Section 3035.115; Public Library Per Capita and Equalization Aid Grants.

As Secretary of State and State Librarian, I commend you for taking advantage of this grant that will greatly benefit your community. The Illinois State Library staff and I are committed to ensuring that all Illinois residents have fair and equitable access to library services.

Should you have any questions regarding this award, please contact the Illinois State Library at 217-524-8836.

Sincerely,

A handwritten signature in black ink that reads "Alexi Giannoulis".

Alexi Giannoulis, Secretary of State
and State Librarian

cc: Board President, Riverside Public Library

AG:isl
Riverside-Riverside Public Library

5/24/23

DEAR ALL:

Thank you for your
kind words regarding my
tenure. I am awed.

Thank you.
Now the truth. I
entered service to ten
years ago NY has in mind
by I embrace it today as
well. "you gotta give the people
something good to read on
a Sunday. The Leader, The Clash
Best of All
PAT White-

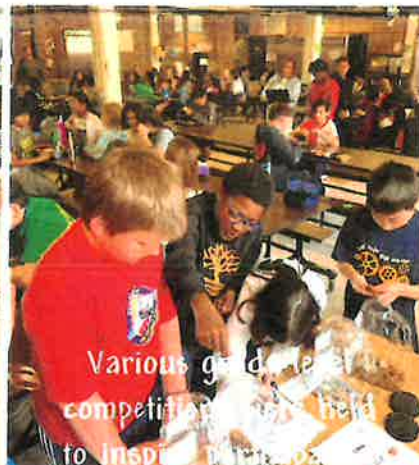
Thank you!



Students partnered with Foods to help pack meals during their P.E. Class



Hauser Food Drive 2023



Various grade level competitions were held to inspire students



All food and snacks went to food pantries in Riverside, Brookfield and Englewood



The League of Honor helped collect cans on Friday mornings



6th grade won the school competition for most cans collected!

\$20,719.64 Raised, 50,000 Meals Packed, & 4,539 Cans Collected

This was made possible by you!

Thank you for your support of the Hauser Food Drive!

We've been "Canning Hunger" for 53 years, and the Hauser Food Drive is still going strong, thanks in no small part to your support! Thanks to you, we met our goals. Money raised - \$19,818.50, along with support from coaches and parents, allowed students to pack 50,000 meals during their P.E. classes. Parents, students, teachers and community members helped us collect \$901 and 4,539 cans. Cans and meals were delivered to Riverside Food Pantry, Riverside Presbyterian Church Little Food Pantry, Brookfield Share the Love Food Pantry, and the Salvation Army Adele and Robert Stern Red Shield Center. Money not used for the meal packing project will help us fight hunger in a monthly program where our PTO, teachers, and students deliver food to our local food pantries throughout the year.

We appreciate your support of Hauser Junior High and the Riverside/Brookfield community. Not only are you helping those less fortunate, you are also instilling the value of helping others into the next generation.

Thank you!

Hauser Food Drive Chairs,

Christy & Sara

Hauser PTO Board,

Debbie, Beth, Jill, Karla, Kris, Kim, and Legia

Libraries

Linda Sokol Francis Brookfield Library

3541 Park Ave.
Brookfield
485-6917
brookfieldlibrary.info
Hours: Mon.-Thurs., 10 a.m.-9 p.m.; Fri. and Sat., 10 a.m.-6 p.m.; Sun. (Sept.-May), 11 a.m.-6 p.m.

Library Director

Kimberly Coughran

Board of Trustees

Linda Kampschroeder
Adam Burghraef
Jeanne McTeague
Carol Vaughan Kissane
Edgar Mihelic
Jennifer Paliatka
Mitzi Norton

Friends of the Library

Jo Ann Day, president
brookfieldlibraryfriends@gmail.com

This group supports the library through book sales and other fundraising activities. To join, leave your name and phone number at the library's reference desk or call 485-6917.

Foundation for the Brookfield Public Library

Established in late 2017, the foundation is a 501c3 nonprofit organization which encourages financial support for the Brookfield Public Library.

Jo Ann Day, president
Jane Huber, vice president
Philip Mastrodonato, treasurer



Supporters of the library staff and the book "Gender Queer" gave a standing ovation after Riverside library trustees voted unanimously on Jan. 10, 2023, to affirm Library Director Janice Foley's decision to keep "Gender Queer" in circulation.

North Riverside Public Library

2400 Desplaines Ave.
North Riverside
447-0869
northriversidelibrary.org
Hours: Mon.-Fri. 10 a.m. to 6 p.m.; Sat. 10 a.m. to 4 p.m.
Closed Sundays and holidays.

Library Director

Natalie Starosta

Board of Trustees

Annette Corgiat, president
Greg Gordon, vice president
Kathy Bonnar, treasurer
John Mathias, secretary
Ken Rouleau
Jeanne M. Ottenweller
Kyle Johnson

North Riverside Library Foundation

The foundation is a 501c3 not-for-profit organization whose goal is to raise money to enhance library services and materials. Donations to the foundation are tax deductible.

Riverside Public Library

1 Burling Rd.
Riverside
442-6366
riversidelibrary.org
Hours: Mon.-Thurs. 9 a.m.-9 p.m.;
Fri. 9 a.m.-5 p.m., Sat. 9 a.m.-
3p.m.; Sun. 1 p.m.-5 p.m.

Library Director

Janice Foley

Board of Trustees

Ken Circo, president
Courtney Greve Hack, vice president
Michael Hagins, treasurer
Jane Birmingham, secretary
Christine Long
Nancy DeFauw
Daniel Loucks

Friends of the Library

Lindsay Morrison, president
The Riverside Friends of the Library meet in the library for fellowship and programs. The group holds meetings with informative, entertaining programs and coordinates a fund drive to present a significant monetary gift to the library.
Contact the Friends the Library at 442-6366.