

LEGAL NOTICE:

AGENDA
MONTHLY MEETING OF
THE RIVERSIDE PUBLIC LIBRARY BOARD OF TRUSTEES

Notice is hereby given that the Riverside Public Library Board of Trustees,
Cook County, Illinois, will hold a Regular Meeting commencing at the hour of 7:30 pm on Tuesday, February 10, 2026 in
the Foley Community Room of the Riverside Public Library,
1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:30 pm
- II. Roll Call
- III. Welcome Guests
- IV. Public Comment
- V. Approve Regular Meeting Minutes of January 13, 2026 – *Action Item*
- VI. Review of January Bills—*Action Item*
- VII. Review of January Financial Statements—*Action Item*
- VIII. Committee Reports - January
 - A. Finance – Nancy DeFauw
 - B. Building & Grounds – Ken Circo and Tracy Bohrer
 - 1. Exterior Ramp Proposed Design
 - C. Policy & Bylaws – Dan Loucks
 - 1. Community Information and Display Policy – *Action Item*
 - D. Technology – Mickey Novak
 - E. Communications and Marketing – Courtney Greve Hack and Amy Bilow
 - F. Reading Between the Wines – Amy Bilow and Tracy Bohrer
- IX. Staff Reports— December
 - A. Youth and Teen Services Manager—Nora Durbin
 - B. Circulation Services & Computer Services Manager—Sharon Shroyer
 - C. Information Services—Diane Silva
 - D. Monthly Statistics
- X. Director's Report—Janice Foley
- XI. Unfinished Business
- XII. New Business
 - A. 2026 Illinois Public Library Annual Report (IPLAR) – *Action Item*
 - B. April half day staff in-service date – *Action Item*
- XIII. Announcements
- XIV. Correspondence & FYIs
 - 1. Thank you from the Midwest N Pioneer Railroad Club
 - 2. Illinois State Library L2 account information
- XV. Executive Session

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



**Minutes of the Regular Board Meeting
of the
Riverside Public Library Board of Trustees
January 13, 2026**

Held Tuesday, January 13, 2026 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; Nancy DeFauw, Treasurer; Dan Loucks, Secretary; Amy Bilow, Trustee; Tracy Bohrer, Trustee; and Mickey Novak, Trustee.

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

Absent: Courtney Greve Hack, Vice President.

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

Review of Regular Meeting Minutes - December

Dan Loucks moved, and Tracy Bohrer seconded, that the Board approve the minutes of the December 9, 2025 regular meeting.

Ayes: Bilow, Bohrer, DeFauw, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Review of Current Bills - December

Nancy DeFauw moved, and Mickey Novak seconded, that the Board approve accounts payable check numbers 24510 through 24551, including voided check numbers 24513, and the payment of payroll checks for department numbers 01 through 04, which includes payroll through December 27, 2025, in the total amount of \$84,954.66.

Roll Call Vote:

Ayes: Bilow, Bohrer, DeFauw, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements - December

Dan Loucks moved, and Amy Bilow seconded, that the Board approve the financial statements for December 31, 2025, subject to audit.

Roll Call Vote:

Ayes: Bilow, Bohrer, DeFauw, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

Trustee DeFauw reported the Village renewed their contract with the auditor and the fees have increased.

Building and Grounds

Exterior Lighting Proposal

The land survey for the exterior ramp project was shared with the Board.

Due to delay in securing our permit, the exterior lighting project is now scheduled for March. Anderson will be replacing the chandelier bulbs during the staff in-service on January 23.

Technology

Trustee Novak reported that the Technology Committee met twice over the last few weeks.

Reading between the Wines

Director Foley reported that plans are progressing. We've received \$2,650 in donations so far. We're reaching out to potential sponsors that have already received letters. The new glasses arrived. The logo color this year is ice blue. The plans are coming along with the breakout session as well. The food served will be easier this year, no on-site prep required. We're working on the special event permit and need to make some decisions on the food that will be served. Tickets go on sale January 26. We need volunteers to help pour wine during the event. Look for a Sign-up Genius if you'd like to volunteer.

Staff Reports

President Circo asked how the transition from Boundless to The Palace Project was progressing. Since it's only app based, the Palace Project can't be used with a Kindle reader. Many libraries are dropping Hoopla, as it's too expensive. Building your own digital collection is also expensive and has many limitations. As a result, many libraries are advocating for improvements to Palace Project.

Assistant Director Silva reported our Ingram delays have been improving, however we will see increased expenses in our 2026 budget due to the delays. The Chicago Tribune informed us this week that our subscription rate has increased again, pushing our annual subscription fee to over \$2,500. We're wondering how much our patrons are reading the Tribune. To answer that question, we'll look into keeping the Tribune at the Circulation Desk and counting how many times folks ask to see it.

Director's Report

Our tax money still has not arrived. We have about 6 months cash in reserve, so we're doing okay so far. Staff evaluations are in progress. Our annual staff in-service is next Friday. Everyone is planning to attend except one staff member, who has another job. As you might guess, our snow removal expenses this year so far have exceeded last year.

New Business**Illinois Public Library Per Capita and Equalization Aid Grant Application**

Mickey Novak moved, and Dan Loucks seconded, that the Board approve the Per Capita grant application, with the edits mentioned.

Roll Call Vote:

Ayes: Bilow, Bohrer, DeFauw, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Director Foley mentioned that we meet the core standards. One item we will be working on is updating our Board Trustee orientation materials.

Announcements

Happy New Year to all on the Board and staff.

Correspondence

A patron recently reached out to us to inquire about including the Library in his estate plans.

Adjournment

Upon motion by Amy Bilow, seconded by Dan Loucks, and passed unanimously, the meeting was adjourned at 8:13 pm.

President

Secretary

Riverside Public Library

CASH DISBURSEMENTS

JANUARY 2026

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR JANUARY 2026 ACCOUNTS PAYABLE
AND JANUARY 2026 PAYROLL = \$164,626.25**

Including voided checks: #24587, 24588, 24589 and 24595

Riverside Public Library
Cash Balances
As of 1/31/2026

	Balance, <u>1/31/2026</u>
Consolidated Operating Funds:	
First American- Checking	100,204.79
First American- Payroll	<u>268.21</u>
Total First American accounts	100,473.00
 Illinois Funds	
Tax/Reserve Fund	974,356.26
Capital Improvements Fund	48,476.94
Special Reserve Fund	99,202.27
Working Cash Fund	277,153.79
Library Bond Fund	<u>39,792.68</u>
Total Illinois Funds	1,438,981.94
 Total Operating Funds Cash Balances	1,539,454.94
 Gift & Endowment Funds:	
Library Gift Fund	166,263.17
Batko Endowment Fund	6,916.03
Lower Level Renovation Fund	59,427.66
General Endowment Fund	11,603.75
Darwin Fund	<u>18,914.51</u>
 Total Gift & Endowment Funds	263,125.12
 Total Funds	<u>1,802,580.06</u>

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

Check Number	Check Date	Payee	Check Amount	Transaction Description
24552	1/8/2026	Archer Electrical Supplies	84.67	Electric Maintenance
24553	1/8/2026	Libraries of Illinois Risk Agency	20,991.71	Property/Casualty Insurance
24554	1/8/2026	Minuteman Press of Lyons	3,188.43	Winter Newsletter
24555	1/8/2026	NICOR Gas	960.64	Gas Bill
24556	1/13/2026	Artistic Outdoor Lighting	1,068.75	Outdoor Lighting - 25%
24557	1/13/2026	Mark Sikora	320.00	December Glass Sales - 4
24558	1/13/2026	North Suburban Employee Benefit Coop	324.00	Dental - December
24559	1/13/2026	North Suburban Employee Benefit Coop	3,924.84	Medical - December 2025
24560	1/14/2026	Cintas Corporation LOC, 769	556.34	Mats/Cleaning Supplies
24561	1/15/2026	Delta Dental of Illinois - Risk	15.50	Dental - January
24562	1/15/2026	Delta Dental of Illinois- Vision	53.28	Vision - January
24563	1/15/2026	Friends of the Riverside Public Library	337.80	FOL Reimbursement Jun-Dec 25, net receipts
24564	1/15/2026	Business Card	1,037.52	Credit Card Purchases
24565	1/15/2026	Riverside Historical Commission	779.50	2025 Sales
24566	1/15/2026	Village of Riverside	75.00	Sign Permit
24567	1/22/2026	Abila	197.89	Accounting Software
24568	1/22/2026	Francesca Perry	55.75	C2E2 Reimbursement
24569	1/22/2026	Gabriel Fisher	55.75	C2E2 Reimbursement
24570	1/22/2026	Illinois Library Association	225.00	Annual Membership
24571	1/22/2026	Illinois Liquor Control Commission	25.00	State Liquor License
24572	1/22/2026	KC Cleaning, Inc.	2,000.00	Janitorial Services
24573	1/22/2026	LIMRiCC-UCGA	53.40	4th QTR 2025 UC Expense
24574	1/22/2026	NICOR Gas	2,159.57	Gas Bill
24575	1/22/2026	Village of Riverside	100.00	Fire Inspection
24576	1/22/2026	Village of Riverside	300.00	1st QTR Alarm
24577	1/22/2026	Unique Management Services, Inc.	78.80	December Placements
24578	1/26/2026	Blue Cross Blue Shield of Illinois	2,524.12	Medical - February 2026
24579	1/26/2026	Village of Riverside	8,946.37	January 2026 IMRF
24580	1/29/2026	Bullseye Cleaning Service, Inc.	655.00	Snow Removal and Shoveling - 2 days
24581	1/29/2026	Garvey's Office Products	55.06	Paper towels
24582	1/29/2026	Holton Brothers, Inc.	27,580.00	Masonry - East Side partial payment
24583	1/29/2026	Village of Riverside	60.00	Occupancy Alarm
24584	1/29/2026	Village of Riverside	375.00	Outdoor lighting permit
24585	1/29/2026	Springshare LLC	949.00	LibCal Annual Membership
24586	1/29/2026	SWAN	5,978.50	Quarterly Charges - Jan-Mar26
1680	1/31/2026	Administration	12,528.35	Group: 01
1681	1/31/2026	Information Services	19,773.31	Group: 02
1682	1/31/2026	Children & Youth Services	10,860.45	Group: 03
1683	1/31/2026	Patron Services	<u>20,654.16</u>	Group: 04
			149,908.46	
	1/2/2026	EFTPS - Employer Portion	2,026.90	
	1/16/2026	EFTPS - Employer Portion	2,098.90	
	1/30/2026	EFTPS - Employer Portion	2,297.09	
ACH00090	1/31/2026	Leaf	816.96	Copier Rental
ACH00091	1/31/2026	Comcast Cable	238.79	High Speed Internet
ACH00092	1/31/2026	Comcast Cable	<u>498.92</u>	Phone Bill
Report Total			<u>157,886.02</u>	

The Riverside Public Library
Check/Voucher Register - A/P Checks
From 2/10/2026 Through 2/10/2026

Check Number	Check Date	Payee	Check Amount	Transaction Description
24590	2/10/2026	Amazon Capital Seviles	1,195.50	Amazon Purchases
24591	2/10/2026	Cintas Corporation LOC. 769	857.89	Mats/Cleaning Supplies
24592	2/10/2026	Garvey's Office Products	49.50	Copy Paper
24593	2/10/2026	GT Mechanical Projects & Design, Inc.	652.50	Quarterly Maintenance - 3 of 4
24594	2/10/2026	Heartland Business Systems, LLC	280.00	Annual Service Agreement
24596	2/10/2026	Ingram Library Services	2,728.29	Various Titles
24597	2/10/2026	Midwest Tape	976.55	Digital Subscriptions
Report Total			<u>6,740.23</u>	

Amazon Charges Summary

1/01/26 - 1/31/26

83.19	Office Supplies
13.45	CYS Supplies
140.04	Books
208.52	Movies
9.97	LOT
50.90	SPOT
24.46	CYS Programs
9.99	Library Programs
8.99	CYS STEAM
15.67	Staff Development
92.02	Tech Supplies
170.39	Toner
62.66	Memorial Donation
305.25	Reading Between the Wines
1,195.50	Total

Riverside Public Library
List of credit card charges
Check dated 1/15/2026

9.99	Cricut	Monthly Subscription
24.99	Netflix	Monthly Subscription
32.99	Hulu	Monthly Subscription
17.71	USPS	Postage
137.00	Wednesday Journal	Annual Renewal
37.19	Sports Illustrated	Annual Renewal
99.00	Business Week	Annual Renewal
291.96	Grandstand	RBTW Glasses
14.36	Locksmith	3 Front door keys
16.33	Aldi	CYS Supplies
356.00	When to Work	Annual Renewal
<u>1,037.52</u>		

Riverside Public Library

FINANCIAL REPORTS

For 1 Month Ending

January 31, 2026

UNAUDITED



The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 1/31/2026

	<u>Current Period Balance</u>
Assets	
Illinois Fund-Operating Fund	496,409.12
III Fund Prime-Special Reserve Fund	(0.01)
1st American-Checking Account	54,844.58
1st American-Payroll Account	268.20
Riverside Bank savings account	0.01
Illinois Fund- Library Bond Fund	(42,292.80)
Property Tax Receivable	(918,518.06)
Due from Other Funds	30,020.75
Due from other groups	520.19
Due from Friends of the Library	373.17
Staff Receivables	10.42
Fixed Assets	2,100,381.00
Prepaid Expense	<u>3,373.00</u>
Total Assets	<u><u>1,725,389.57</u></u>
Liabilities	
Accounts Payable	6,260.23
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,245.62
IMRF Payable	(301.82)
Deferred Property Taxes	(918,518.51)
Accrued Payroll	18,548.84
Health Insurance Payable	(3,058.64)
Term Life Insurance Payable	(134.84)
Due to Other Funds	6,064.94
Due to Library Gift Fund	303.48
Due to Olmsted Society	20.00
Due to Historical Society	20.00
Due to Preservation Commission	3.00
Investment in Fixed Assets	<u>2,100,381.00</u>
Total Liabilities	<u><u>1,210,772.73</u></u>
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	504,491.26
Restricted for Audit	3,502.75
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	<u>256.63</u>
Total Beginning Fund Balances	506,449.43
Excess Revenues/(Expenditures)	<u>8,167.41</u>
Total Fund Balances	<u><u>514,616.84</u></u>
Total Liabilities & Fund Balances	<u><u>1,725,389.57</u></u>

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

	Current Period Actual	Current Year Actual-1 mos.ending 1/31/2026	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2024 Property Tax Revenue	157,927.82	157,927.82	1,369,986.00	(1,212,058.18)	(88.47)%
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	157,927.82	157,927.82	1,492,986.00	(1,335,058.18)	(89.42)%
Inter Government Funds	0.00	0.00	27,000.00	(27,000.00)	(100.00)%
Interest	1,585.45	1,585.45	11,000.00	(9,414.55)	(85.59)%
Fees for Services	835.34	835.34	6,550.00	(5,714.66)	(87.25)%
Misc Revenue	<u>98.90</u>	<u>98.90</u>	<u>200.00</u>	<u>(101.10)</u>	<u>(50.55)%</u>
Total Revenues	<u>160,447.51</u>	<u>160,447.51</u>	<u>1,537,736.00</u>	<u>(1,377,288.49)</u>	<u>(89.57)%</u>
Total Revenue	<u>160,447.51</u>	<u>160,447.51</u>	<u>1,537,736.00</u>	<u>(1,377,288.49)</u>	<u>(89.57)%</u>
Expenditures					
Personnel Services	105,044.48	105,044.48	997,800.00	892,755.52	89.47%
Supplies	980.24	980.24	16,000.00	15,019.76	93.87%
Contractual Services	8,085.19	8,085.19	118,000.00	109,914.81	93.15%
Information Services	2,651.40	2,651.40	39,150.00	36,498.60	93.23%
Electronic Resources	7,511.95	7,511.95	69,700.00	62,188.05	89.22%
Children/Youth Services	540.80	540.80	12,350.00	11,809.20	95.62%
Marketing/Public Relations	3,239.21	3,239.21	28,200.00	24,960.79	88.51%
Administration	22,806.37	22,806.37	218,150.00	195,343.63	89.55%
Technology	<u>1,407.01</u>	<u>1,407.01</u>	<u>27,500.00</u>	<u>26,092.99</u>	<u>94.88%</u>
Total Expenditures	<u>152,266.65</u>	<u>152,266.65</u>	<u>1,526,850.00</u>	<u>1,374,583.35</u>	<u>90.03%</u>
Total Expenditures	<u>152,266.65</u>	<u>152,266.65</u>	<u>1,526,850.00</u>	<u>1,374,583.35</u>	<u>90.03%</u>
Excess Revenues(Expenditures)	<u>8,180.86</u>	<u>8,180.86</u>	<u>10,886.00</u>	<u>(2,705.14)</u>	

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

	Current Period Actual	Current Year Actual- 1 mos.ending 1/31/2026	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	88,125.37	88,125.37	810,000.00	721,874.63	89.12%
Health & Life Insurance	4,776.33	4,776.33	74,000.00	69,223.67	93.55%
Employer's Portion - IMRF	5,508.37	5,508.37	50,000.00	44,491.63	88.98%
Employer's Portion - FICA	6,422.89	6,422.89	62,000.00	55,577.11	89.64%
Unemployment Comp Expense	211.52	211.52	1,800.00	1,588.48	88.25%
Total Personnel Services	105,044.48	105,044.48	997,800.00	892,755.52	89.47%
Supplies					
Office Supplies	132.69	132.69	2,500.00	2,367.31	94.69%
Library Supplies	0.00	0.00	3,000.00	3,000.00	100.00%
Building Maintenance Supplies	677.16	677.16	9,000.00	8,322.84	92.48%
Ink Cartridges	170.39	170.39	1,500.00	1,329.61	88.64%
Total Supplies	980.24	980.24	16,000.00	15,019.76	93.87%
Contractual Services					
Janitorial	2,000.00	2,000.00	30,000.00	28,000.00	93.33%
Water	0.00	0.00	4,000.00	4,000.00	100.00%
Gas	3,120.21	3,120.21	15,000.00	11,879.79	79.20%
Building Maintenance	1,035.52	1,035.52	32,000.00	30,964.48	96.76%
Small Equipment Maintenance	0.00	0.00	1,000.00	1,000.00	100.00%
Equipment Maintenance	1,112.50	1,112.50	20,000.00	18,887.50	94.44%
Furnishings & Equipment	0.00	0.00	5,000.00	5,000.00	100.00%
Copier Rental & Maintenance	816.96	816.96	11,000.00	10,183.04	92.57%
Total Contractual Services	8,085.19	8,085.19	118,000.00	109,914.81	93.15%
Electronic Resources					
On-line Data Bases	976.55	976.55	32,000.00	31,023.45	96.95%
SWAN Computer	5,978.50	5,978.50	30,000.00	24,021.50	80.07%
Internet Expense	498.92	498.92	3,200.00	2,701.08	84.41%
Patron Subscription services	57.98	57.98	4,500.00	4,442.02	98.71%
Total Electronic Resources	7,511.95	7,511.95	69,700.00	62,188.05	89.22%
Information Services					
Books	1,861.61	1,861.61	20,500.00	18,638.39	90.92%
Standing Order Books	204.73	204.73	4,500.00	4,295.27	95.45%
Periodicals	273.19	273.19	10,000.00	9,726.81	97.27%
Videos	208.52	208.52	3,000.00	2,791.48	93.05%
Library of Things expenses	9.97	9.97	500.00	490.03	98.01%
The SPOT expenses	93.38	93.38	650.00	556.62	85.63%
Total Information Services	2,651.40	2,651.40	39,150.00	36,498.60	93.23%
Children/Youth Services					
CYS Juvenile Books	254.40	254.40	5,000.00	4,745.60	94.91%
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	72.67	72.67	2,000.00	1,927.33	96.37%
CYS Easy Books	204.74	204.74	3,000.00	2,795.26	93.18%
CYS DVD	0.00	0.00	700.00	700.00	100.00%
CYS Toys & Puzzles	0.00	0.00	100.00	100.00	100.00%
CYS Storytime Resources	0.00	0.00	100.00	100.00	100.00%
CYS STEAM	8.99	8.99	400.00	391.01	97.75%
Total Children/Youth Services	540.80	540.80	12,350.00	11,809.20	95.62%
Marketing/Public Relations					

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

	Current Period Actual	Current Year Actual- 1 mos.ending 1/31/2026	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS Programming	40.79	40.79	1,000.00	959.21	95.92%
Adult Programming	0.00	0.00	5,000.00	5,000.00	100.00%
Library Programs	9.99	9.99	1,000.00	990.01	99.00%
Advertising Expenses	0.00	0.00	5,000.00	5,000.00	100.00%
Binding	0.00	0.00	200.00	200.00	100.00%
Newsletter Expense	3,188.43	3,188.43	16,000.00	12,811.57	80.07%
Total Marketing/Public Relations	3,239.21	3,239.21	28,200.00	24,960.79	88.51%
Administration					
Shipping Charges	54.00	54.00	600.00	546.00	91.00%
Legal Services	0.00	0.00	5,000.00	5,000.00	100.00%
Credit Bureau	78.80	78.80	600.00	521.20	86.87%
Telephone	518.79	518.79	7,500.00	6,981.21	93.08%
Postage	64.51	64.51	1,000.00	935.49	93.55%
Treasurer's Bond	0.00	0.00	1,000.00	1,000.00	100.00%
Liability Insurance	20,991.71	20,991.71	27,000.00	6,008.29	22.25%
Audit Fees	0.00	0.00	4,500.00	4,500.00	100.00%
Travel	0.00	0.00	100.00	100.00	100.00%
Seminars,Conferences,Meetings	111.50	111.50	400.00	288.50	72.13%
Membership Dues	225.00	225.00	750.00	525.00	70.00%
Accounting Expenses	197.89	197.89	5,000.00	4,802.11	96.04%
Staff Development	32.12	32.12	4,000.00	3,967.88	99.20%
Bond repayment	0.00	0.00	123,000.00	123,000.00	100.00%
Credit Card/Bank Fees	212.05	212.05	700.00	487.95	69.71%
Miscellaneous Expense	320.00	320.00	8,500.00	8,180.00	96.24%
Board Expense	0.00	0.00	1,000.00	1,000.00	100.00%
Capital Expense	0.00	0.00	27,500.00	27,500.00	100.00%
Total Administration	22,806.37	22,806.37	218,150.00	195,343.63	89.55%
Technology					
Technology Supplies	92.02	92.02	1,000.00	907.98	90.80%
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	0.00	0.00	6,000.00	6,000.00	100.00%
E-Library Subscription Svs	1,314.99	1,314.99	14,500.00	13,185.01	90.93%
Computer Software	0.00	0.00	2,000.00	2,000.00	100.00%
Total Technology	1,407.01	1,407.01	27,500.00	26,092.99	94.88%
Total Operating Expense	144,754.70	144,754.70	1,457,150.00	1,312,395.30	90.07%
Total Budgeted Expenses	152,266.65	152,266.65	1,526,850.00	1,374,583.35	90.03%

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

	Current Period Actual	Current Year Actual 1 mos. ending 1/31/2026	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2024 Property Tax Revenue	157,927.82	157,927.82	1,369,986.00	(1,212,058.18)	(88.47)%
Lower Level Bond revenue	0.00	0.00	123,000.00	(123,000.00)	(100.00)%
Total Property Taxes	<u>157,927.82</u>	<u>157,927.82</u>	<u>1,492,986.00</u>	<u>(1,335,058.18)</u>	<u>(89.42)%</u>
Inter Government Funds					
Per capita state grants	0.00	0.00	13,000.00	(13,000.00)	(100.00)%
Corporate Replacement Taxes	0.00	0.00	14,000.00	(14,000.00)	(100.00)%
Total Inter Government Funds	<u>0.00</u>	<u>0.00</u>	<u>27,000.00</u>	<u>(27,000.00)</u>	<u>(100.00)%</u>
Interest on Operating Funds					
Interest-Illinois Funds	1,585.45	1,585.45	11,000.00	(9,414.55)	(85.59)%
Total Interest on Operating Funds	<u>1,585.45</u>	<u>1,585.45</u>	<u>11,000.00</u>	<u>(9,414.55)</u>	<u>(85.59)%</u>
Fees for Services					
Fines	124.30	124.30	700.00	(575.70)	(82.24)%
Fax Fees	149.90	149.90	0.00	149.90	0.00%
SPOT revenue/'internet fees'	0.00	0.00	200.00	(200.00)	(100.00)%
Printing Fees	154.14	154.14	1,500.00	(1,345.86)	(89.72)%
Book & Video Sales	361.50	361.50	3,600.00	(3,238.50)	(89.96)%
Adult Replacement Fees	13.00	13.00	100.00	(87.00)	(87.00)%
CYS Replacement Fees	7.00	7.00	100.00	(93.00)	(93.00)%
ILL Fees	10.00	10.00	50.00	(40.00)	(80.00)%
Lost Book Credit	0.00	0.00	100.00	(100.00)	(100.00)%
The SPOT revenue	15.50	15.50	0.00	15.50	0.00%
Meeting Room Charges	0.00	0.00	200.00	(200.00)	(100.00)%
Total Fees for Services	<u>835.34</u>	<u>835.34</u>	<u>6,550.00</u>	<u>(5,714.66)</u>	<u>(87.25)%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	94.00	94.00	200.00	(106.00)	(53.00)%
Donations	4.90	4.90	0.00	4.90	0.00%
Total Miscellaneous Revenue	<u>98.90</u>	<u>98.90</u>	<u>200.00</u>	<u>(101.10)</u>	<u>(50.55)%</u>
Total Revenues	<u>160,447.51</u>	<u>160,447.51</u>	<u>1,537,736.00</u>	<u>(1,377,288.49)</u>	<u>(89.57)%</u>



Community Information and Display Policy

February 2026

The Riverside Public Library ("Library") provides limited community bulletin board and pamphlet display space to serve the needs of the Library and the Riverside community. The Library will have first priority to the use of all bulletin boards and pamphlet areas.

The community bulletin board and pamphlet display area is intended to provide information to the Library's patrons about the events or services of a cultural, educational or community/social service nature. As such, the bulletin board and display area are for the distribution of library information, information pertaining to government program and non-commercial community events only when submitted by authorized representatives. Community events within Riverside or immediately adjoining the boundaries of Riverside will be given priority.

GUIDELINES FOR USE

No items may be displayed without the approval of the designated Library staff, who will maintain and post all notices, flyers, and pamphlets. Materials left at the Library without approval from staff may be disposed of.

Examples of acceptable materials for the posting include, but are not limited to: special non-profit events and activities, and activities and services available through municipal, state, and federal offices. All postings are subject to space availability.

Items to be considered for posting should be received two weeks prior to the event date and generally will be posted for no more than four weeks. Notices or handouts will be removed and disposed of after they become dated, or after the date of the event. Items will also be removed if, in the opinion of the designated Library staff, they have been displayed for a reasonable time period, and space is needed for other materials.

Materials for posting must conform to federal, state and local laws including election laws.

The following types of items will not be displayed:

- Any advertisement pertaining to the selling of products or services.
- Advertisements for the personal or commercial solicitation, fundraising, recruitment or proselytizing. Fundraising promotions for Riverside area non-profit organizations may be permitted.
- Items that advertise commercial events, garage sales or other sale events. Fundraising sales events for Riverside area non-profit organizations may be permitted.
- Materials containing information that advocate or promote a partisan position on any issue.

Generally, notices are posted on the bulletin boards in the east entryway on the main level. The Library reserves the right to determine exactly where a notice or handout is located and how it is to be displayed. Organizations may not post notices or place handouts themselves.

Items to be considered should be emailed to the Library Director or left with the Circulation Desk staff.

The placement and display of any materials on tables or bookshelves at the Library, without authorization, will be removed immediately and discarded.

Library, government or educational institution sponsored table displays or information sessions are permitted at the Library's discretion

The use of the Library's posting areas does not imply Library staff or the Board of Trustees endorsement of a group or organization, its' policies or beliefs, product, service, activity or event displayed in the posted item.

The Library does not assume responsibility for display materials that are damaged or stolen.

Failure to comply with the Community Information and Display Policy may result in a loss of public posting privileges.

Approved by the Riverside Library Board of Trustees on February 10, 2026.

We kicked off the New Year with one of our most popular programs, our Winter Lock-In. 4th through 6th graders got to stay in the Library with us after closing. They played hide & seek, ate pizza, watched a movie, and played on the computers and Nintendo Switch. It was a fun night. Thanks to Francesca and our teen volunteers for helping me out with this high-energy program.

Highlights

Storytimes and Programs for Young Children—We had our regular mini storytimes this month thanks to Anne, Bridget and Mandi. Stephanie of the Treehouse had a successful Yoga Storytime. Fran organized a Clay Day for littles, and our regular playtimes were also a hit. Bridget came up with more engaging programming for Tummy Time.

We were fortunate to work with Brookfield Zoo Chicago again this month for another Zap! Storytime. This storytime focused on what local animals do in the winter. Mandi planned and presented two books and a flannel board. The Zoo brought in interactive activities for the kids and families to enjoy after the stories. We are so glad that we have a good relationship with the Zoo. It really benefits our patrons.

Afterschool Activities— Fran had our Imagination Explorers painting with broccoli this month. Mandi helped some teens make beaded flower keychains. I lead a program about funny animals for 1st through 3rd graders featuring books from the popular *Butt or Face?* Series. While our Preschool/Kindergarten Storytimes are still struggling to get an afterschool audience, Fran and I still work to plan engaging programs for this age group.

School's Out Activities—Our kids had one day off school this month and we showed the super popular, *KPop Demon Hunters*.

School Outreach—Our regular outreach visits continued with Bridget visiting the Hollywood CD class, Anne visiting the Early Learners, Francesca visiting RPC, and Mandi and Bridget visiting with Building Blocks.

YTS Planning—We had our first monthly YTS staff meeting in January. It was good for all of us to sit down together and come up with some goals for the New Year.

I also started working on ideas for our Summer Reading Program. I was able to secure some donations for program prizes and for giveaways at our kick-off party, which will be held on Thursday, May 28 from 3:30 pm to 6 pm. Hope to see you there!

YOUTH & TEEN SERVICES STATISTICS – January 2026	
Reference questions asked	<u>165</u>
Informational questions asked	<u>198</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
1/2/2026	Winter Lock In		20	7		
1/3/2026	Family Playtime	13			9	
1/5/2026	9:30 Mini Storytime	6			6	
1/5/2026	10 Mini Storytime	8			7	
1/5/2026	Tummy Time	4			4	

YOUTH & TEEN SERVICES – January 2026 – Nora Durbin

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
1/2/2026	Winter Lock In		20	7		
1/3/2026	Family Playtime	13			9	
1/5/2026	9:30 Mini Storytime	6			6	
1/5/2026	10 Mini Storytime	8			7	
1/5/2026	Tummy Time	4			4	
1/6/2026	Tummy Time	11			11	
1/7/2026	RB Transitions Book Club			7	3	
1/7/2026	Pokemon Meet Up		4		1	
1/8/2026	D96 Early Learners Storytime AM 1	2			6	
1/8/2026	D96 Early Learners Storytime AM 2	28			6	
1/8/2026	D96 Early Learners Storytime PM	30			10	
1/8/2026	Little Hands Playtime	5			2	
1/9/2026	Yoga Storytime	12			12	
1/10/2026	Drop-In Craft	2	9		9	
1/12/2026	9:30 Mini Storytime	4			5	
1/12/2026	10 Mini Storytime	8			6	
1/13/2026	Tummy Time	5			5	
1/13/2026	Building Blocks Visit to the Library	6			2	
1/14/2026	RB Transitions Book Club			7	3	
1/14/2026	Clay Day PM	5			2	
1/15/2026	Little Hands Playtime	6			6	
1/15/2026	Imagination Explorers		4		1	
1/16/2026	9:30 Mini Storytime	7			6	
1/16/2026	10 Mini Storytime	2			1	
1/17/2026	Legopalooza		4		3	
1/19/2026	9:30 Mini Storytime	5			4	
1/19/2026	10 Mini Storytime	3			3	
1/19/2026	Tummy Time	1			1	
1/19/2026	School's Out Movie: Kpop Demon Hunters		5		4	
1/20/2026	Tummy Time	3			3	
1/22/2026	Little Hands Playtime	6			3	
1/22/2026	Create & Connect			2		
1/24/2026	Family Playtime	4			3	
1/26/2026	9:30 Mini Storytime	5			5	
1/26/2026	10 Mini Storytime	8			5	
1/26/2026	Tummy Time	1			1	
1/26/2026	Storytime at RPC 1	10			2	

YOUTH & TEEN SERVICES – January 2026 – Nora Durbin

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
1/26/2026	Storytime at RPC 2	10			2	
1/26/2026	Storytime at RPC 3	10			2	
1/26/2026	Storytime at Building Blocks	11			2	
1/27/2026	Tummy Time	7			7	
1/27/2026	Preschool/Kindergarten Storytime	2				
1/28/2026	RB Transitions Book Club			8	2	
1/29/2026	Little Hands Playtime	7			3	
1/29/2026	Imagination Explorers		5			
1/30/2026	ZAP Storytime with Brookfield Zoo Chicago	20			20	
1/31/2026	Legopalooza	2	4		2	
After School (18 Days)		560				
Phone Charger Checkout		5				
Board Game Usage		43				
Nintendo Switch Usage		4				
Study Room Usage		48				
Interactions with non- English speakers		0				

Circulation and Computer Services

January 2026

Sharon Shroyer

Circulation

We have been looking at options for our discarded material. We have used Better World Books for many years. However, the storage issue of the packed boxes, the time involved with packing the boxes, and the little we receive in compensation, was incentive to find another option. We contacted Knowledge Exchange. They pick-up bins that they provide to us, saving the time and trouble of boxing the material. All that is needed is to dump the books into the bin and then they pick up the bins. Since we had boxes ready for Better World Books, Knowledge Exchange came to pick those items up to see if the material we provide will be a good fit for them. We hope to hear back from them soon.

All patron accounts that have an outstanding balance were checked and updated as usual in January. We have the annual list of patrons who have been reported as having moved in the last year and are going through that and updating records.

Computer Services

There have been intermittent issues with the balcony printer not connecting to the wireless network that have become more frequent in the last month or two. Since this affects Ashley the most, we are going to get a stand-alone printer for her.

I contacted TBS about updating the print release software that patrons can use to print from home. The interface of the software is easier and it does more than what we currently have. Happily, the newer software will cost us less. Something that rarely happens. I have to test and tweak it and hope to roll it out in the next week. Because we were an existing patron, it did not take the minimum six week setup period.

I am currently working on the new technology plan. I am doing a software and hardware inventory that will be included in the new plan.

January 2026 Information Services Update

Diane Silva

Chicago Tribune Costs and Newspaper statistics

Lisa successfully negotiated a reduction in the Chicago Tribune subscription cost back to our existing \$440 per eight weeks rate. Beginning in February, Information Services will conduct a yearlong usage study to better understand newspaper demand. Each month, one newspaper will be held at the IS desk for patron request and usage tracking. The Tribune, Sun Times and USA Today will each be tracked for 4 months between now and January 2026. This project is intended to provide clearer insight into patron needs.

Seed Library Returns

The Riverside Community Garden partnership remains strong, and the seed library reopened in January.

Newsletter Timing and Organization

Programming and Marketing have expanded the newsletter production timeline to reduce last-minute pressure. Starting in January, information on staff-led, contracted, and partner programs is due 7 weeks prior to print. This allows more time to finalize calendars in advance of newsletter creation. As a result, the April/May calendar was closed well in advance, allowing time for better refinement.

AARP Registration in Full Swing

AARP will return with its Tax-Aide program from Feb 6 – April 10. Registration for 150 available appointments opened in early January and is currently about half full. We are grateful to AARP and our coordinator, Ross MacIver, for continuing to provide this valuable service.

Programming Changes for 2026

January programming was intentionally reduced in response to historically lower winter attendance, allowing funds to shift to other months. Our standard programs remained as usual and performed well.

The SPOT Open Hours (8 sessions) – 14
The SPOT Tech Help - 1
Drop in Tech Help – 0
Book Discussion – 9
ILP – Jonathan Eig – 4
Sew a Tote (Teen) – 3
Sew a Tote (Adult) - 4
BYOB Diamond Art-CRAFT - 14
Opera - Requiem – 15
Medicare - 8
Chess Club (4 sessions) – 47

Asahi (4 sessions) – 29
Mahjong - 17
Meditation (1 session) – 8
Genealogy– 9
Wordsmith's Society – 7
Knitting Club (2 sessions) – 10
Passive
Model Railroad Display – 60
Seed Packets Take/Leave –4

Patron Interactions – We had 755 patron interactions this month. 0 interactions with ESL patrons.

Riverside Public Library
Miscellaneous Statistics - January 2026

	Jan-26	Jan-25	YTD 2026	YTD 2025
Reference Statistics				
Questions Asked - Adult	755	755	755	755
Questions Asked - Youth Services	363	408	363	408

Internet Usage - Adult	240	238	240	238
- CYS	290	197	290	197
Total Usage	530	435	530	435

Holdings				
Adult Titles Added	226	216	226	216
CYS Titles Added	54	54	54	54
Total Titles Added	280	270	280	270
Adult Titles Withdrawn	13	120	13	12
YS Titles Withdrawn	14	155	14	155
Total Titles Withdrawn	27	275	27	167

Total Holdings	62905	63557
-----------------------	--------------	--------------

Library Programs - Active				
Children 0-5	35	35	35	35
Children 6-11	8	8	8	8
YA 12-18	1	1	1	1
Adults 19+	19	39	19	39
General Interest (Mixed)	6	5	6	5
Totals	69	88	69	88

Library Programs - Active Attendance				
Children 0-5	279	264	279	264
Children 6-11	55	75	55	75
YA 12-18	9	27	9	27
Adults 19+	319	478	319	478
General Interest (Mixed)	147	425	147	425
Totals	809	1269	809	1269

Library Programs - Passive				
Children 0-5	7	8	7	8
Children 6-11	5	1	5	1
YA 12-18	0	0	0	0
Adults 19+	0	1	0	1
General Interest (Mixed)	2	4	2	4
Totals	14	14	14	14

Library Programs - Passive Attendance				
Children 0-5	74	104	74	104
Children 6-11	49	4	49	4
YA 12-18	0	0	0	0
Adults 19+	0	60	0	60
General Interest (Mixed)	100	372	100	372
Totals	223	540	223	540

Community Programs Attendance	9	12	9	12
	89	129	89	129

	Jan-26	Jan-25	YTD 2026	YTD 2025
Study Room Use	48	32	48	32
New Library Cards Issued	30	46	30	46
Library Attendance	7102	7281	7102	7281
Notary Service	16	12	16	12
Checkouts	4784	5039	4784	5039
Renewals	2884	2941	2884	2941
Checkins	5340	5675	5340	5675
Total Circulation	13008	13655	13008	13655
Interlibrary Loans				
Loaned	1057	1125	1057	1125
Borrowed	1355	1282	1355	1282
Reciprocal Borrowing				
Loaned to Other Library Patrons	462	583	462	583
RPL Patrons Borrowing Elsewhere	1377	1306	1377	1306
Digital Resources				
Hoopla	401	372	401	372
Palace Project	81	158	81	158
Libby (Digital Library of Illinois)	2365	2309	2365	2309
Web Site Total Hits	4492	4785	4492	4785
Wireless Statistics	1178	811	1178	811
Online Databases				
Ancestry.com				
Searches	228	688	228	688
Returns	305	964	305	964
Newsbank				
Searches	1	52	1	52
Consumers Reports				
Sessions	12	10	12	10
Searches	151	101	151	101
Additional Statistics				
Newspaper Archives				
Searches	29	27	29	27
Museum Passes				
Issued	6	8	6	8
Library of Things				
Equipment	12	57	12	57
Kits	60	9	60	9
Spot Collection Use	15	9	15	9

**Library Director's Report
January 2026
Janice Foley**

Administration

Staff Annual Evaluations were completed this month.

The Per Capita Grant was submitted to the State. We received a response from one of the staff at the State Library saying they thought it was cute that we have a gargoye mascot named Dewey! I guess they really do read all the submissions. The State Annual Certification through RAILS was completed January 2 and the IPLAR (State annual report) was started and completed. The completed draft is in this month's packet and needs to be approved by the Board. It will be submitted after the approval. Libraries are mandated to submit within 60 days of the end of the fiscal year.

RBTW planning is in full swing. The Committee met on January 13 and have communicated via email throughout the month. We have received over \$3,000 in sponsorships. Ticket sales began January 26 and by the end of January, we had sold 110 of the 224 tickets available. We discovered that St. Mary also scheduled their St. Patrick's Day fundraiser for the same evening. I had checked all school and organization calendars before we picked, but these things cannot be helped I guess. The double booking may cause a decrease in sales of tickets.

The staff in-service was scheduled for January 23. Because of the frigid temperatures Ken approved us doing a zoom in-service instead. We were able to have the new employee handbook review and required sexual harassment training completed during the time. All 23 employees were able to participate. In order to complete the communication discussion and staff holiday lunch, we are asking for Board approval for a half-day in-service on Friday, April 17. It has to be in April since the AARP tax sessions are booked on Friday until that day.

After receiving 25 new, wrapped 300 piece jigsaw puzzles, we held a puzzle giveaway on January 29 to coincide with National Puzzle Day. If a patron did not pick a winning ticket, they received a 3D puzzle piece keychain. This giveaway was well received.

Cook County's delayed tax disbursal continued throughout the month. Many libraries had to borrow money to get them through the period. Jessica Frances from the Village reached out to me to inquire if we were okay. I informed her that our surplus was seeing us through. On January 30, several libraries were seeing money drift in. I am happy to report that on February 2 we received over \$490,000 in tax money! I am not sure why the county is having such a big problem with their software program, but I think they may need to make adjustments so this stops happening.

Community Outreach and Partnerships

The Friends of the Library appreciation dinner was held on January 20 at Chew Chew. 2025 FOL Donations to the Library totaled over \$50,000! We certainly appreciate their support.

Farmers' Market Musician signup has begun. I sent out requests to last year's musicians to give them first choice at signing up. I will be adding the sign up to the Farmers' Market page on February 12 to encourage new groups/individuals to participate.

Buildings and Grounds

Routine elevator maintenance took place.

Our snow removal and salting expenses will be a little higher this year than last do to the freeze during this month. We are extremely fortunate to have Bullseye who are always on top of things and make our walkways and entrances safe.

We applied for and paid for the Outdoor Lighting Permit. Once the ground thaws, the new lighting installation will take place.

Andersen Construction replaced the light bulbs that were no longer working. I am very appreciative to Dani Andersen for having two of her employees do this for us when needed at a very reasonable cost.

GT Mechanical was called once to report lukewarm air flow in some of the vents. When they came out it was discovered that one of the fuses had burnt out. A new one was ordered and they upped the capacity on the other five fuses to compensate until the replacement was installed.



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 1/27/2026
Re: 2026 Illinois Public Library Annual Report (IPLAR)

All Illinois public libraries are required by statute [75 ILCS 16/30-65] to prepare an annual report (IPLAR) to be submitted to the State Library as a condition of system membership. This report needs to be submitted to the State within 60 days of budget year ending. Attached is our 2026 report which reports on 2025. If you have any questions or notice any errors, please let me know on or before the February 10 meeting. This document is submitted electronically but needs to be approved by the Board.

RIVERSIDE PUBLIC LIBRARY**IPLAR****IDENTIFICATION (1.1 - 1.31)**

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

1.1 ISL Control # [PLS 151, PLS 701]	30579
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0689
1.3b FSCS_SEQ [PLS 700]	001
1.4a Legal Name of Library [PLS 152]	Riverside Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLS 153]	1 Burling Road
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLS 154]	Riverside
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60546
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	1 Burling Road
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Riverside
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60546
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	7084426366
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	708-442-9462
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.riversidelibrary.org

Library Director's Information

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

1.14 Name	Janice Foley
1.15 Title	Library Director

1.16 Library Director's E-mail	janicefoley@riversidelibrary.org
Library Information	

Please provide the requested information about the library type.

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

Contract for Services

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

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

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

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	9,298
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS

Federal Public Library Criteria

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

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;

4. The facilities necessary to support such a collection, staff, and schedule; and
 5. Is supported in whole or in part with public funds.

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

SERVICE OUTLETS (2.1 - 2.16)

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

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

Service Outlet Name

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

ISL Control Number

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

Street Address

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

Address

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

RIVERSIDE P.L.	RIVERSIDE	60546
----------------	-----------	-------

County & Phone

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

Square Feet

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

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet
RIVERSIDE P.L.	3,369	52	175,809

ANNUAL REPORT DATA (3.1 - 3.7)

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

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	01/01/2025
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	12/31/2025
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Janice Foley
3.5 Telephone Number of Person Preparing Report	708-442-6366
3.6 E-Mail Address of Person Preparing Report	janicefoley@riversidelibrary.org

REFERENDA (4.1 - 4.7)

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

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

Referendum 1

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

Referendum 2

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

Referendum 3

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

Referendum 4

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

Referendum 5

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

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Nancy DeFauw
5.6 Trustee Position	Treasurer

5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	708-203-9792
5.9 Trustee E-mail Address	nancydefault@comcast.net
5.10 Home Address	36 Cowley
5.11 City	Riverside
5.12 State	IL
5.13 Zip Code	60546

Second member

5.5 Name	Mickey Novak
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2029
5.8 Telephone Number	630-750-2890
5.9 Trustee E-mail Address	mgnovak@gmail.com
5.10 Home Address	341 Nuttall Road
5.11 City	Riverside
5.12 State	IL
5.13 Zip Code	60546

Third member

5.5 Name	Tracy Bohrer
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2029
5.8 Telephone Number	773-680-8517
5.9 Trustee E-mail Address	tigett@yahoo.com
5.10 Home Address	78 Lincoln Avenue
5.11 City	Riverside
5.12 State	IL
5.13 Zip Code	60546

Fourth member

5.5 Name	Daniel Loucks
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	847-894-2125
5.9 Trustee E-mail Address	dloucks@gmail.com
5.10 Home Address	361 Nuttall
5.11 City	Riverside
5.12 State	IL

5.13 Zip Code

60546

Fifth member

5.5 Name	Courtney Greve Hack
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	708-692-7524
5.9 Trustee E-mail Address	courtneygreve@yahoo.com
5.10 Home Address	357 Nuttall Road
5.11 City	Riverside
5.12 State	IL
5.13 Zip Code	60546

Sixth member

5.5 Name	Kenneth Circo
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	708-925-3073
5.9 Trustee E-mail Address	ken@circoarchitects.com
5.10 Home Address	404 Addison Road
5.11 City	Riverside
5.12 State	IL
5.13 Zip Code	60546

Seventh member

5.5 Name	Amy Bilow
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2029
5.8 Telephone Number	708-203-7900
5.9 Trustee E-mail Address	amybilow17@gmail.com
5.10 Home Address	212 Lawton Road
5.11 City	Riverside
5.12 State	IL
5.13 Zip Code	60546

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	

5.8 Telephone Number	
5.9 Trustee E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 Trustee E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Total Number of Meeting Rooms	4
6.2 Total number of times meeting room(s) used by the public during the fiscal year	116
6.3 Total Number of Study Rooms	1
6.4 Total number of times study room(s) used by the public during the fiscal year	401

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

Note: This is not the place to list any new vehicles purchased.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$7,584,240
--	-------------