

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, March 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 February 10, 2026 – *Action Item*
- VI. Review of February Bills—*Action Item*
- VII. Review of February Financial Statements—*Action Item*
- VIII. Committee Reports
 - A. Finance – Nancy DeFauw
 - 1. Fund Balance Policy
 - B. Building & Grounds – Ken Circo and Tracy Bohrer
 - C. Policy & Bylaws – Dan Loucks
 - 1. Study Room Policy – *Action Item*
 - 2. Immigration and Customs Enforcement (ICE) Activity 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
 - 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
- XIII. Announcements
- XIV. Correspondence & FYIs
 - A. Thank you from Kalamazoo Ministries
 - B. Thank you from the Family of William Scanlon
 - C. Landscape Advisory Commission (LAC) recognition
- 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
February 10, 2026**

Held Tuesday, February 10, 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; Courtney Greve Hack, Vice President; Dan Loucks, Secretary; 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: Nancy DeFauw, Treasurer; and Amy Bilow, Trustee.

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

Review of Regular Meeting Minutes - January

Mickey Novak moved, and Tracy Bohrer seconded, that the Board approve the minutes of the January 13, 2026 regular meeting.

Ayes: Bohrer, Greve Hack, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Review of Current Bills - January

Courtney Greve Hack moved, and Mickey Novak seconded, that the Board approve accounts payable check numbers 24552 through 24597, including voided check numbers 24587, 24588, 24589 and 24595, and the payment of payroll checks for department numbers 01 through 04, which includes payroll through January 24, 2026, in the total amount of \$164,626.25.

Roll Call Vote:

Ayes: Bohrer, Greve Hack, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements - January

Courtney Greve Hack moved, and Tracy Bohrer seconded, that the Board approve the financial statements for January 31, 2026, subject to audit.

Roll Call Vote:

Ayes: Bohrer, Greve Hack, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Committee Reports

Finance

President Circo reported the tax revenues have begun to arrive.

Building and Grounds

Exterior Ramp Proposed Design

Berneche2's proposed design was shared with the Board, which prompted a lengthy discussion. President Circo will follow-up with Berneche2 and provide more details at our March meeting.

Policy and Bylaws

Community Information and Display Policy

Courtney Greve Hack moved, and Dan Loucks seconded, that the Board approve the Community Information and Display policy with the discussed edits.

Ayes: all

Nays: None

Abstained: None

The motion passed.

Technology

Technology Committee didn't meet in January, but they plan to meet in late Feb or early March.

Reading between the Wines

Director Foley reported that plans are progressing. We have sold 161 tickets so far and have sold all the tickets except on for the breakout session. We've received \$5,000 in donations/ sponsorships so far. We have received the liquor license. The cheese and meat trays will need to be changed out every hour. We discovered that the St. Mary's St. Patrick's Day fundraiser is scheduled for the same day as RBTW. Director Foley checked calendars prior to selecting our date for 2026. At that time, nothing else was scheduled. Look for a Sign-up Genius if you'd like to volunteer.

Director Foley also mentioned that if we don't sell many more tickets, the Board might want to consider something different for next year. The Board is open to discussing this further after the event.

Staff Reports

Assistant Director Silva shared she just found out today that RAILS is offering a digital Chicago Tribune subscription at a price that's much less than our current print subscription rate. She will provide more details next month. As of this morning, the AARP tax aides are fully booked.

Director's Report

As mentioned, the tax revenue has started to arrive. There might be a way to through a State program to recover the lost interest due to the funds arriving late.

We now have all the permits for the exterior lighting project. We're scheduled for spring.

The puzzle giveaway was a great success. We had 25 unopened puzzles to give away. 82 patrons participated. Those didn't win a puzzle received a 3D printed puzzle piece

keychain. We have many other puzzles that are now available at the Friends bookshop.

The Library has made a \$50 donation to the Kalamazoo Gospel Mission in memory of Ken's father-in-law, who passed last week.

We noticed that the Brookfield Genealogy club is now meeting on the fourth Tuesday of the month, just as we are. Because there are several patrons that participate in both groups, we reached out and brought this to their attention. They offered to change their day/time so there won't be a conflict.

We received feedback that the Trustees might want to consider using a library email instead of a personal email for all library correspondence. Trustees discussed this and choose to setup separate gmail accounts using the naming convention rpltrustee[lastname]@gmail.com.

New Business

2026 Illinois Public Library Annual Report (IPLAR)

Dan Loucks moved, and Tracy Bohrer seconded, that the Board approve the Illinois Public Library Annual report, with the edits discussed.

Ayes: Bohrer, Greve Hack, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

April Half Day In-Service

Mickey Novak moved, and Courtney Greve Hack seconded, the Board approve of a half day in-service on the morning of Friday, April 17.

Ayes: Bohrer, Greve Hack, Loucks, Novak

Nays: None

Abstained: None

The motion passed.

Announcements

The "closing ceremony" for the Village's 150th celebration will be held in the Library on Friday evening February 20th.

Correspondence

The Board acknowledged the thank you letter from Midwestern 'N Pioneer Railroad Club.

Adjournment

Upon motion by Courtney Greve Hack, seconded by Dan Loucks, and passed unanimously, the meeting was adjourned at 8:30 pm.

President

Secretary

Riverside Public Library

CASH DISBURSEMENTS

FEBRUARY 2026

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR FEBRUARY 2026 ACCOUNTS PAYABLE
AND FEBRUARY 2026 PAYROLL = \$84,907.02**

Including voided checks: #24630

Riverside Public Library
Cash Balances
As of 2/28/2026

	Balance, <u>2/28/2026</u>
Consolidated Operating Funds:	
First American- Checking	96,536.78
First American- Payroll	<u>268.21</u>
Total First American accounts	96,804.99
Illinois Funds	
Tax/Reserve Fund	966,353.47
Capital Improvements Fund	48,618.05
Special Reserve Fund	99,491.09
Working Cash Fund	250,334.70
Library Bond Fund	<u>39,908.52</u>
Total Illinois Funds	1,404,705.83
Total Operating Funds Cash Balances	1,501,510.82
Gift & Endowment Funds:	
Library Gift Fund	170,706.50
Batko Endowment Fund	6,936.16
Lower Level Renovation Fund	59,600.66
General Endowment Fund	11,936.16
Darwin Fund	<u>18,969.58</u>
Total Gift & Endowment Funds	268,149.06
Total Funds	<u>1,769,659.88</u>

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 2/1/2026 Through 2/28/2026

Check Number	Check Date	Payee	Check Amount	Transaction Description
24598	2/9/2026	Delta Dental of Illinois - Risk	15.50	Dental - February
24599	2/9/2026	Delta Dental of Illinois- Vision	33.30	Vision - February
24600	2/9/2026	Madison National Life	64.38	Life Insurance - January and February
24601	2/9/2026	NCPERS Group Life Ins	64.00	Term Life - Forsyth & Silva - January and February
24602	2/9/2026	P.E.O. CHAPTER CH	100.00	Reimbursement
24603	2/9/2026	Village of Riverside	38.20	January 2026 IMRF - Employer Portion Adjustment
24604	2/12/2026	J. Andersen Construction	525.00	Light Bulb Replacements
24605	2/12/2026	Bullseye Cleaning Service, Inc.	1,822.50	Shoveling and De-Icing - 9 Days
24606	2/12/2026	Kalamazoo Gospel Ministries	75.00	Donation in memory of Gene Dyksterhouse
24607	2/12/2026	Business Card	1,963.14	Credit Card Purchases
24608	2/12/2026	Mark Sikora	80.00	January 2026 Glass Sales - 1
24609	2/12/2026	NCPERS Group Life Ins	32.00	Term Life - Forsyth & Silva
24610	2/12/2026	NICOR Gas	2,346.80	Gas Bill
24611	2/12/2026	North Suburban Employee Benefit Coc	400.00	Dental - January
24612	2/12/2026	North Suburban Employee Benefit Coc	5,564.60	Medical - January
24613	2/12/2026	RAILS Library System	385.00	Swank Movie License Fee
24614	2/12/2026	Village of Riverside	415.71	Water Bill
24615	2/12/2026	Risk Program Administrators	193.00	Amend Payroll Coverage Amount
24616	2/12/2026	Unique Management Services, Inc.	137.90	January Placements
24617	2/12/2026	Violet Velvet Cooking Classes	360.00	Mexican Street Tacos Program
24618	2/23/2026	Blue Cross Blue Shield of Illinois	3,338.65	Medical - March
24619	2/24/2026	Abila	197.89	Accounting Software
24620	2/24/2026	Garvey's Office Products	49.50	Copy Paper
24621	2/24/2026	Leslie Goddard	400.00	Abigail Adams Program
24622	2/24/2026	KC Cleaning, Inc.	2,000.00	Janitorial Services
24623	2/24/2026	Madison National Life	32.19	Life Insurance - March
24624	2/24/2026	Village of Riverside	6,193.09	February 2026 IMRF
24625	2/24/2026	Risk Program Administrators	272.00	Audit and State Assessment fees
1688	2/28/2026	Administration	8,886.79	Group: 01
1689	2/28/2026	Information Services	13,469.13	Group: 02
1690	2/28/2026	Children & Youth Services	7,351.64	Group: 03
1691	2/28/2026	Patron Services	<u>14,440.52</u>	Group: 04
			71,247.43	
	2/13/2026	EFTPS - Employer Portion	2,222.41	
	2/27/2026	EFTPS - Employer Portion	2,213.40	
ACH00093	2/28/2026	Comcast Cable	238.79	High Speed Internet
ACH00094	2/28/2026	Leaf	816.96	Copier Rental
ACH00095	2/28/2026	Comcast Cable	<u>499.67</u>	Phone Bill
Report Total			<u>77,238.66</u>	

The Riverside Public Library
Check/Voucher Register - A/P Checks
From 3/10/2026 Through 3/10/2026

<u>Check Number</u>	<u>Check Date</u>	<u>Payee</u>	<u>Check Amount</u>	<u>Transaction Description</u>
24626	3/10/2026	Amazon Capital Sevices	838.44	Amazon Purchases
24627	3/10/2026	Cintas Corporation LOC. 769	1,136.06	Mats and Cleaning Supplies
24628	3/10/2026	EnvisionWare, Inc.	1,056.30	Annual Subscription for Self Service Stations
24629	3/10/2026	Garvey's Office Products	193.92	Tissues, Garbage Bags
24631	3/10/2026	Ingram Library Services	3,544.00	Various Titles
24632	3/10/2026	Midwest Tape	<u>899.64</u>	Digital Subscriptions
Report Total			<u>7,668.36</u>	

Riverside Public Library
List of credit card charges
Check dated 2/12/2026

9.99	Cricut	Monthly Subscription
24.99	Netflix	Monthly Subscription
34.64	Hulu	Monthly Subscription
12.75	USPS	Postage
32.94	Aldi	CYS Lock In
62.07	Dominos	CYS Lock In
228.69	Faronics	Annual Renewal
13.13	Hobby Lobby	RBTW Supplies
229.36	Chew Chew	Friends of the Library Dinner
2.87	Etsy	SPOT Supplies
224.10	Chomp Shop	SPOT Creation Machine
96.24	Aatrix	W2 and 1099 Processing
600.00	Chicago Tribune	Tribune Schedule
391.37	USA Today	Annual Renewal
<u>1,963.14</u>		

Amazon Charges Summary

2/01/26 - 2/28/26

45.37	Office Supplies
26.57	CYS Supplies
19.40	Building Maintenance Supplies
171.75	Books
240.03	Movies
4.99	Shipping
91.04	SPOT
9.12	CYS Programs
28.99	CYS STEAM
13.82	Advertising
20.99	Tech Supplies
46.25	SRP 2025
77.76	Memorial Donation
42.36	Reading Between the Wines
838.44	Total

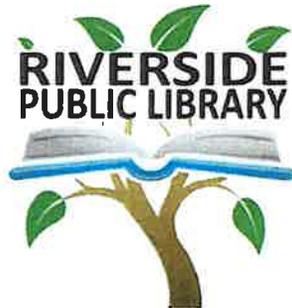
Riverside Public Library

FINANCIAL REPORTS

For 2 Month Ending

February 28, 2026

UNAUDITED



The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 2/28/2026

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	966,353.47
Ill Fund Prime-Special Reserve Fund	(0.01)
1st American-Checking Account	84,211.14
1st American-Payroll Account	268.20
Riverside Bank savings account	0.01
Illinois Fund- Library Bond Fund	(42,292.80)
Property Tax Receivable	(1,475,845.28)
Due from Other Funds	1,189.01
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>1,638,541.52</u></u>
Liabilities	
Accounts Payable	7,188.36
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,376.46
IMRF Payable	(301.84)
Deferred Property Taxes	(1,475,845.73)
Accrued Payroll	18,548.84
Health Insurance Payable	(2,976.00)
Term Life Insurance Payable	(187.40)
Due to Other Funds	6,794.88
Due to Library Gift Fund	105.00
Due to Friends of the Library	5.00
Due to Olmsted Society	20.00
Due to Historical Society	40.00
Due to Preservation Commission	3.00
Investment in Fixed Assets	<u>2,100,381.00</u>
Total Liabilities	<u><u>655,091.00</u></u>
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	1,030,218.33
Restricted for Audit	3,502.75
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	<u>256.63</u>
Total Beginning Fund Balances	1,032,176.50
Excess Revenues/(Expenditures)	
2025 Property Tax	557,327.22
Other	<u>(606,053.20)</u>
Total Excess Revenues/(Expenditures)	<u>(48,725.98)</u>
Total Fund Balances	<u><u>983,450.52</u></u>
Total Liabilities & Fund Balances	<u><u>1,638,541.52</u></u>

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 2/1/2026 Through 2/28/2026

	Current Period Actual	Current Year Actual 2 mos. ending 2/28/2026	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2024 Property Tax Revenue	0.00	157,927.81	0.00	157,927.81	0.00%
2025 Property Tax	557,327.22	557,327.22	1,313,900.00	(756,572.78)	(57.58)%
Lower Level Bond revenue	0.00	0.00	126,000.00	(126,000.00)	(100.00)%
Total Property Taxes	<u>557,327.22</u>	<u>715,255.03</u>	<u>1,439,900.00</u>	<u>(724,644.97)</u>	<u>(50.33)%</u>
Inter Government Funds					
Per capita state grants	0.00	0.00	7,000.00	(7,000.00)	(100.00)%
Corporate Replacement Taxes	2,799.47	2,799.47	15,000.00	(12,200.53)	(81.34)%
Total Inter Government Funds	<u>2,799.47</u>	<u>2,799.47</u>	<u>22,000.00</u>	<u>(19,200.53)</u>	<u>(87.28)%</u>
Interest on Operating Funds					
Interest-Illinois Funds	2,617.14	4,202.59	15,000.00	(10,797.41)	(71.98)%
Total Interest on Operating Funds	<u>2,617.14</u>	<u>4,202.59</u>	<u>15,000.00</u>	<u>(10,797.41)</u>	<u>(71.98)%</u>
Fees for Services					
Fines	129.52	253.82	700.00	(446.18)	(63.74)%
Fax Fees	0.00	149.90	0.00	149.90	0.00%
SPOT revenue/'internet fees'	0.00	0.00	50.00	(50.00)	(100.00)%
Printing Fees	433.61	587.75	1,700.00	(1,112.25)	(65.43)%
Book & Video Sales	481.58	843.08	3,000.00	(2,156.92)	(71.90)%
Adult Replacement Fees	29.00	42.00	100.00	(58.00)	(58.00)%
CYS Replacement Fees	16.00	23.00	100.00	(77.00)	(77.00)%
ILL Fees	5.00	15.00	50.00	(35.00)	(70.00)%
Lost Book Credit	0.00	0.00	100.00	(100.00)	(100.00)%
The SPOT revenue	15.00	30.50	0.00	30.50	0.00%
Meeting Room Charges	0.00	0.00	100.00	(100.00)	(100.00)%
Total Fees for Services	<u>1,109.71</u>	<u>1,945.05</u>	<u>5,900.00</u>	<u>(3,954.95)</u>	<u>(67.03)%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	114.00	208.00	200.00	8.00	4.00%
Donations	2.10	7.00	0.00	7.00	0.00%
Total Miscellaneous Revenue	<u>116.10</u>	<u>215.00</u>	<u>200.00</u>	<u>15.00</u>	<u>7.50%</u>
Total Revenues	<u>563,969.64</u>	<u>724,417.14</u>	<u>1,483,000.00</u>	<u>(758,582.86)</u>	<u>(51.15)%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 2/1/2026 Through 2/28/2026

	Current Period Actual	Current Year Actual- 2 mos.ending 2/28/2026	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	61,373.94	149,499.31	815,000.00	665,500.69	81.66%
Health & Life Insurance	5,531.45	10,307.78	80,000.00	69,692.22	87.12%
Employer's Portion - IMRF	3,861.45	9,369.82	50,000.00	40,630.18	81.26%
Employer's Portion - FICA	4,435.81	10,858.70	62,000.00	51,141.30	82.49%
Unemployment Comp Expense	130.84	342.36	1,800.00	1,457.64	80.98%
Total Personnel Services	75,333.49	180,377.97	1,008,800.00	828,422.03	82.12%
Supplies					
Office Supplies	94.87	227.56	3,000.00	2,772.44	92.41%
Library Supplies	0.00	0.00	3,500.00	3,500.00	100.00%
Building Maintenance Supplies	1,255.87	1,933.03	8,000.00	6,066.97	75.84%
Ink Cartridges	(20.00)	150.39	1,500.00	1,349.61	89.97%
Total Supplies	1,330.74	2,310.98	16,000.00	13,689.02	85.56%
Contractual Services					
Janitorial	2,000.00	4,000.00	32,000.00	28,000.00	87.50%
Water	415.71	415.71	5,000.00	4,584.29	91.69%
Gas	2,346.80	5,467.01	15,000.00	9,532.99	63.55%
Building Maintenance	1,916.01	2,951.53	35,000.00	32,048.47	91.57%
Small Equipment Maintenance	0.00	0.00	1,000.00	1,000.00	100.00%
Equipment Maintenance	0.00	1,112.50	18,000.00	16,887.50	93.82%
Furnishings & Equipment	525.00	525.00	4,000.00	3,475.00	86.88%
Copier Rental & Maintenance	816.96	1,633.92	11,000.00	9,366.08	85.15%
Total Contractual Services	8,020.48	16,105.67	121,000.00	104,894.33	86.69%
Electronic Resources					
On-line Data Bases	899.64	1,876.19	34,000.00	32,123.81	94.48%
SWAN Computer	0.00	5,978.50	30,000.00	24,021.50	80.07%
Internet Expense	499.67	998.59	3,200.00	2,201.41	68.79%
Patron Subscription services	59.63	117.61	5,000.00	4,882.39	97.65%
Total Electronic Resources	1,458.94	8,970.89	72,200.00	63,229.11	87.57%
Information Services					
Books	1,833.97	3,695.58	19,500.00	15,804.42	81.05%
Standing Order Books	468.15	672.88	4,500.00	3,827.12	85.05%
Periodicals	991.37	1,264.56	10,000.00	8,735.44	87.35%
Videos	240.03	448.55	3,000.00	2,551.45	85.05%
Audio Books	0.00	0.00	2,000.00	2,000.00	100.00%
Library of Things expenses	0.00	9.97	500.00	490.03	98.01%
The SPOT expenses	114.66	208.04	950.00	741.96	78.10%
Total Information Services	3,648.18	6,299.58	40,450.00	34,150.42	84.43%
Children/Youth Services					
CYS Juvenile Books	687.60	942.00	5,000.00	4,058.00	81.16%
CYS Periodicals	0.00	0.00	150.00	150.00	100.00%
CYS Reference Books	0.00	0.00	400.00	400.00	100.00%
CYS Video Games	0.00	0.00	300.00	300.00	100.00%
CYS Young Adult	239.75	312.42	2,000.00	1,687.58	84.38%
CYS Easy Books	383.23	587.97	3,000.00	2,412.03	80.40%
CYS DVD	0.00	0.00	650.00	650.00	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	28.99	37.98	300.00	262.02	87.34%
Total Children/Youth Services	1,339.57	1,880.37	12,000.00	10,119.63	84.33%

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 2/1/2026 Through 2/28/2026

	Current Period Actual	Current Year Actual-2 mos. ending 2/28/2026	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2024 Property Tax Revenue	0.00	157,927.81	0.00	157,927.81	0.00%
2025 Property Tax	557,327.22	557,327.22	1,313,900.00	(756,572.78)	(57.58)%
Lower Level Bond revenue	0.00	0.00	126,000.00	(126,000.00)	(100.00)%
Total Property Taxes	557,327.22	715,255.03	1,439,900.00	(724,644.97)	(50.33)%
Inter Government Funds	2,799.47	2,799.47	22,000.00	(19,200.53)	(87.28)%
Interest	2,617.14	4,202.59	15,000.00	(10,797.41)	(71.98)%
Fees for Services	1,109.71	1,945.05	5,900.00	(3,954.95)	(67.03)%
Misc Revenue	116.10	215.00	200.00	15.00	7.50%
Total Revenues	563,969.64	724,417.14	1,483,000.00	(758,582.86)	(51.15)%
Total Revenue	563,969.64	724,417.14	1,483,000.00	(758,582.86)	(51.15)%
Expenditures					
Personnel Services	75,333.49	180,377.97	1,008,800.00	828,422.03	82.12%
Supplies	1,330.74	2,310.98	16,000.00	13,689.02	85.56%
Contractual Services	8,020.48	16,105.67	121,000.00	104,894.33	86.69%
Information Services	3,648.18	6,299.58	40,450.00	34,150.42	84.43%
Electronic Resources	1,458.94	8,970.89	72,200.00	63,229.11	87.57%
Children/Youth Services	1,339.57	1,880.37	12,000.00	10,119.63	84.33%
Marketing/Public Relations	862.95	4,102.16	31,000.00	26,897.84	86.77%
Administration	1,799.06	24,605.43	246,400.00	221,794.57	90.01%
Technology	1,315.97	2,722.98	27,900.00	25,177.02	90.24%
Total Expenditures	95,109.38	247,376.03	1,575,750.00	1,328,373.97	84.30%
Total Expenditures	95,109.38	247,376.03	1,575,750.00	1,328,373.97	84.30%
Excess Revenues(Expenditures)	468,860.26	477,041.11	(92,750.00)	569,791.11	



FUND BALANCE POLICY July 2023

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 June 2020 and is restricted to expenditures for renovations to the Library lower level.

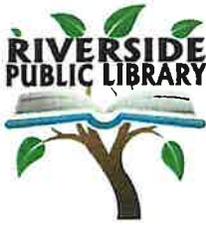
It is the policy of the Riverside Public Library to maintain a fund balance in the General Operating Fund of the estimated cost of four (4) months of operation or 33% of the most current operating budget.

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 July 11, 2023

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STUDY ROOM POLICY

MARCH 2026 DECEMBER 2023

The Library's Study Room is available for use by all patrons of the Riverside Public Library cardholders in good standing. The room is designed to provide a quiet area of study for one or two people. ~~The Study Room may not be used commercial services of any kind including, but not limited to tutoring services.~~

- Patron contact information is required for study room usage. Prior to reserving the study room for the first time, patrons must complete the study room reservation form.
- The Study Room can be reserved by Riverside residents. ~~calling the library or in person when visiting the library.~~ Non-residents are not permitted to reserve the study room in advance. However, they may request use of the room in real-time. If the room is available, they may use it.
- The room may be reserved up to one week in advance for a two-hour slot per day. Time cannot be extended. For those without reservations, availability will be based on a first-come, first-served basis. Walk-in users will be asked to vacate for users with a reservation. The room can be reserved two times per week by a patron.
- Reservations are forfeited if registered person is 15 minutes late. Frequent no shows may be prevented from reserving the room in advance.
- The Study Room must be vacated 15 minutes prior to the scheduled closing of the Library.
- Users must check in at the ~~Children and Youth~~ and Teen Services Desk before beginning to use the study room.
- The Study Room is equipped according to fire code occupancy and no extra chairs or furniture will be allowed.
- Furniture in the room may not be rearranged. Signs and decorations may not be taped or attached to the walls or windows. The Room should be left in the same condition it was found.
- Lights must be kept on at all times.
- Activities in the room should not materially or substantially interfere with the function of the Library. Prohibited activities include excessive noise, creating safety hazards or security risks and ~~creating other disturbances actions~~ that violate the Library Use and Behavior Policy.
- Food is prohibited in the Library and consequently the Study Room. Only covered drinks are allowed.
- The Library assumes no responsibility for unattended personal belongings.

Approved by the Riverside Public Library Board of Trustees December 12, 2023

Approved by the Riverside Public Library Board of Trustees March 10, 2026

Study Room Acknowledgment and Contact Information

By requesting use of the study room, you agree to the Study Room Policy and the Exclusion of Patrons for Inappropriate Behavior Policy. Those using the study room must comply with all rules of behavior established by the Riverside Public Library. Persons found littering, engaging in loud or disruptive conversation or behavior, defacing Library property or otherwise acting inappropriately while using the study room will be asked to leave the room. The Library may forfeit future use of the room.

I have read, and understand the policies listed above for use of the study room at the Riverside Public Library.

Name (Print) _____

Address _____

Contact Phone Number _____

Email _____

Library Card Number _____

Electronic Signature _____

Date: _____



Immigration and Customs Enforcement (ICE) Activity Policy March 2026

Purpose

The Riverside Public Library is committed to providing a safe, welcoming, and inclusive environment for all patrons. The Library serves everyone equally and does not inquire about, or record patrons' immigration status. This policy establishes clear procedures for staff in the event of ICE or other immigration enforcement activity on library property consistent with applicable federal and Illinois law, including the Illinois Library Records Confidentiality Act (75 ILCS 70/1 *et seq.*).

- The Library protects patron privacy and confidentiality to the fullest extent permitted by law.
- The Library will not voluntarily assist in immigration enforcement activities beyond what is required by law.
- Staff safety and patron safety are paramount.

Policy

1. Access to Library Property

A. Public Areas

ICE agents, like all members of the public, may enter Library public areas during normal operating hours subject to the Library's rules of conduct applicable to all patrons.

B. Nonpublic Areas.

The Library does not consent to entry by ICE agents into nonpublic areas (including staff-only offices, workrooms and records storage) except:

- With a signed judicial warrant or court order authorizing such entry; or
- With the express permission of the Library Director or their designee.

If ICE agents assert exigent circumstances or otherwise insist on immediate entry into nonpublic areas, staff shall not obstruct them, shall ask that they remain in a public area if practicable, and shall immediately notify the Library Director or their designee.

2. Requests for Information and Records

All requests by ICE agents or any other law enforcement agency for patron information, library records, computer-use information, surveillance footage, or other information must be referred immediately to the Library Director or their designee. Staff shall not respond substantively.

The Library's information about patrons, including but not limited to names, addresses, library records, computer use, or presence in the Library, are confidential and shall not be disclosed except as permitted under Illinois law pursuant to a court order or other applicable authority, and after consultation with legal counsel, as applicable.

Administrative warrants, subpoenas and other non-judicial documents or verbal requests for information and records shall be reviewed by the Library Director or their designee and, as appropriate, by legal counsel, before any response. NOTE: ICE administrative warrants are not signed by a judge.

3. Interviews, Detention or Arrest on Library Premises

Library staff shall not participate in interviews, detentions or arrests, and shall not provide assistance to ICE agents beyond what is required by law.

The Library shall not provide nonpublic areas for interviews, detentions, arrests or other enforcement activities unless required by a valid judicial warrant, or authorized by the Library Director or their designee for safety or operational reasons.

Staff should not physically interfere with law enforcement actions. If an enforcement action is occurring, staff should move uninvolved patrons away from the area when safe to do so and immediately notify the Library Director or their designee.

4. Staff Responsibilities

Staff should remain calm, professional, and respectful at all times. Staff should not ask patrons about immigration status or alert ICE agents to the presence or location of any individual.

If ICE agents arrive, staff should:

- Ask for identification (name, agency, badge number) and the purpose of the visit.
- Request to see a judicial warrant, court order or other applicable documents, but do not interpret their validity.
- Direct agents to wait in a public area while the Library Director or designee is contacted
- Contact the Library Director or their designee immediately
- Document the encounter (time, location, agents' names and agencies, documents presented, areas requested, actions taken).

Compliance with Law

Nothing in this policy is intended to conflict with federal or state law. The Library will comply with lawful warrants and judicial orders and will otherwise protect patron privacy and control access to nonpublic areas consistent with, and as permitted by law.

Definitions

ICE: U.S. Immigration and Customs Enforcement, a federal law enforcement agency.

Judicial Warrant: A warrant signed by a judge or magistrate authorizing specific law enforcement actions.

Court Order: A written order signed by a judge.

Administrative Warrant: A document issued by ICE or another agency that is not signed by a judge.

Nonpublic Areas: Areas not open to the general public, including staff-only offices, workrooms, and records storage.

Approved by the Riverside Library Board of Trustees March 10, 2026

We continued weeding this month. We reviewed our Early Reader section and our series section. We also got into the Olympic spirit this month with an Olympic facts info sheet, and Olympics book display and an Olympic torch craft for our drop-in craft program.

Highlights

Storytimes and Programs for Young Children—Anne, Bridget, Mandi and Fran presented our Mini Storytimes this month. We also are always thankful to Stephanie from the Treehouse for her Yoga Storytimes. Additionally, Fran planned Clay Day and we had our regular playtimes for little ones.

One special storytime this month was our Stuffed Animal Sleepover. Mandi hosted a storytime afterschool for the kids and their stuffed friends. Then after we closed, Mandi and Fran took photos of the stuffed friends doing all types of activities in the Library including having pizza, hanging out in the Teen Room, and playing hide and seek. The next morning, I put the photos together into a little video, and the kids came back to see what their stuffed friends did overnight. The fun thing about this program is that it often is mostly grade school age kids coming and enjoying a bit of magic with their stuffed friends.

Afterschool Activities— Fran bedazzled books with our teens. She also made noodle dinosaurs with our grade schoolers. Mandi taught the grade schoolers how to do cool geometric art with tape and watercolors.

School’s Out Activities—Fran ran a Valentine’s Bingo program for kids and caregivers of all ages.

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.

Passive Programs—Fran plans such great passive programs in our department. This month, 151 participants went on a dino hunt around the department and 132 participants wrote or drew their favorite cartoon character on our blue board.

We also wrapped up our Library-wide Winter Reading program this month. Throughout the month of January, participants could fill in a bingo card by completing a variety of library related tasks. When they turned in their completed bingo card, they got a sweet treat—hot chocolate packets.

YOUTH & TEEN SERVICES STATISTICS – February 2026	
Reference questions asked	<u>165</u>
Informational questions asked	<u>200</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
1/2-2/7	Winter Reading Finishers	5	18	3	5	
2/2/2026	9:30 am Mini ST	11			10	
2/2/2026	10 am Mini ST	7			7	
2/2/2026	Tummy Time	6			6	
2/3/2026	Tummy Time	8			7	

YOUTH & TEEN SERVICES – February 2026 – Nora Durbin

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
2/3/2026	Preschool/Kindergarten ST	5			1	
2/4/2026	RB Transitions Book Club			6	2	
2/4-2/6	The Spot to Go Craft					16
2/5/2026	D96 Early Learners Storytime AM 1	6			6	
2/5/2026	D96 Early Learners Storytime AM 2	18			6	
2/5/2026	D96 Early Learners Storytime PM	35			12	
2/5/2026	Create & Connect: Bedazzle Books			4	1	
2/5/2026	Little Hands Playtime	1			1	
2/6/2026	Yoga Storytime	10			8	
2/6/2026	Stuffed Animal Sleepover ST		9			
2/6/2026	Stuffed Animal Sleepover Pickup		9		6	
2/7/2026	Drop In Craft: Olympic Torch					26
2/9/2026	9:30 am Mini ST	4			4	
2/9/2026	10 am Mini ST	5			5	
2/9/2026	Tummy Time	3			3	
2/9/2026	Storytime at RPC 1	10			2	
2/9/2026	Storytime at RPC 2	10			2	
2/9/2026	Storytime at RPC 3	10			2	
2/10/2026	Tummy Time	8			8	
2/10/2026	Preschool/Kindergarten ST	1				
2/10/2026	Building Blocks at RPC	5			2	
2/11/2026	RB Transitions Book Club			6	2	
2/11/2026	Pokemon Meet Up		6			
2/11-2/14	The Spot to Go Craft					5
2/12/2026	Little Hands Playtime	5			2	
2/12/2026	Imagination Explorers: Noodle Dinos		3			
2/13/2026	9:30 am Mini ST	2			2	
2/13/2026	10 am Mini ST	5			5	
2/13/2026	Valentine's Bingo					14
2/14/2026	Family Playtime	5			5	
2/16/2026	9:30 am Mini ST	4			4	
2/16/2026	10 am Mini ST	2			2	
2/16/2026	Tummy Time	6			5	
2/17/2026	Tummy Time	6			6	
2/18/2026	RB Transitions Book Club			8	3	
2/18/2026	Clay Day AM	2			2	
2/18/2026	Clay Day PM	1			1	
2/18-2/20	The Spot to Go Craft					12
2/19/2026	Little Hands Playtime	2			2	

YOUTH & TEEN SERVICES – February 2026 – Nora Durbin

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
2/20/2026	9:30 am Mini ST	3			3	
2/20/2026	10 am Mini ST	4			5	
2/21/2026	Legopalooza		5		4	
2/23/2026	9:30 am Mini ST	2			2	
2/23/2026	10 am Mini ST	5			5	
2/23/2026	Tummy Time	1			1	
2/23/2026	Visit to Building Blocks	13			2	
2/23/2026	Storytime at RPC 1	10				2
2/23/2026	Storytime at RPC 2	10				2
2/23/2026	Storytime at RPC 3	9				2
2/24/2026	Tummy Time	11			10	
2/24/2026	Visit to Hollywood CD Classroom		6		3	
2/25/2026	RB Transitions Book Club			8	2	
2/25-2/27	The Spot to Go Craft					15
2/26/2026	Little Hands Playtime	6			5	
2/26/2026	Imagination Explorers: Tape Art		5			
2/27/2026	9:30 am Mini ST	10			8	
2/27/2026	10 am Mini ST	2			3	
2/28/2026	Family Playtime	10			8	
2/1-2/21	February Scavenger Hunt					151
2/1-2/16	Guess the Shredded Book					40
2/1-2/21	Blue Board Question					132
After School (18 Days)		581				
Phone Charger Checkout		7				
Board Game Usage		108				
Nintendo Switch Usage		3				
Study Room Usage		46				
Interactions with non-English speakers		0				

Circulation and Computer Services

February 2026

Sharon Shroyer

Circulation

Knowledge Exchange stopped by and collected all the boxed books that had been set aside for Better World Books. They then dropped off our official collection bin. The bin did not fit through the door to the storage room where we had planned to keep it but fit nicely in the staging area where the boxes had been kept for Better World Books. Knowledge Exchange will pick up from us every two months.

The Circulation department took advantage of the President's Day holiday and scheduled a staff meeting for February 16. Everyone was able to come in for the meeting, which proved helpful in going over procedures and best practices.

I have forwarded the online registration to Henry so that Riverside residents can sign up for a digital library card at any time of the day or night via a SWAN form that we will now have on our web site. It should be going live in March.

Dana has started on the juvenile inventory for this year.

We completed our first delivery count for 2026. Rails requires this count 4 times throughout the year. We count all material in the outgoing bins for one week so that we have a total amount of books and bins sent out.

Computer Services

The troublesome balcony printer was re-addressed for the fifth time and of course has been working without issue now that we have a backup stand-alone printer for Ashley ordered.

We also dealt with a minor printing issue on the genealogy printer and the new Epson printer in the Spot. Both of these issues were due to the balcony printer problems, but seem to be resolved successfully.

I have been working on tweaking the settings for the print from home software. We are having issues with it popping up at the release kiosk. The site itself is all set up and we will have the issues with printing cleared up this week.

One of the lab laptops from The Spot has been repurposed as an Adobe laptop as we work on our WCAG compliance. It can also be used when needed, back as a lab laptop.

February 2026 Information Services Update

Diane Silva

Chicago Tribune Update

We began tracking in-library use of the *Chicago Tribune* this month. Although we initially planned to collect data for a full year, usage has been very low, with just 10 uses as of February 25. At our current subscription rate, that equals about \$22 per use.

Earlier this month, I looked into switching to the digital edition through RAILS. For \$540 per year, cardholders would have remote access to the current issue as well as content dating back to the early 2000s. Access within the Library would not require a card.

When I contacted RAILS to arrange a June start date, I learned we can prorate the subscription for the remainder of their subscription term. As a result, the cost for April through June would be \$135. By comparison, we currently pay \$715 for 13 weeks of print service.

The next 8 week print subscription will extend from 3/3 – 4/27. We will have 4 weeks of overlap before moving to online only. This change will be an estimated \$1300 savings in FY 26. If pricing remains consistent in FY27, we estimate annual savings of approximately \$2,320. The Chicago Tribune digital edition is currently WCAG compliant.

Kanopy

In other Digital Library news, Kanopy recently introduced new flat rate pricing for small libraries. We are often asked about offering Kanopy, but its previous pay-per-use model did not allow budget caps to control costs.

Kanopy's model uses a ticket system. For example, a single film may cost two tickets, while an entire series may cost five. Under the new flat-rate plan, each adult cardholder receives 25 tickets per month, which is more than enough for regular viewing.

Users must confirm they are 18 or older to register for Kanopy. These requirements are set by the company to prevent unauthorized access to more adult content. The subscription also includes full, ticket-free access to Kanopy Kids, designed for children ages 2 to 8.

The standard annual cost for Kanopy is \$1,750. With an additional 15 percent RAILS discount, our total cost would be \$1,487.50 per year. Kanopy is currently WCAG compliant.

LibraryMarket

As WCAG forces us to reevaluate various process, it is the perfect time to make changes to our online calendar. Our current calendar, LibCal, works but is not intuitive or robust enough to support more accessible reservations processes.

This month we signed an agreement to move our calendar to LibraryMarket. This product has widespread use throughout public libraries.

As part of this implementation, we are electing to integrate library card validation. This functionality will allow us to manage study room reservations online. We also hope to lean on Library Market to move away from separate registration forms for things like The Spot and room rentals, reducing our WCAG risk. LibraryMarket is currently WCAG compliant.

WCAG

This month, Lisa and I attended a RAILS sponsored webinar/hands-on class covering Word/PDF accessibility and what we need to do to ensure compliance. It provided Lisa a great base as she works through our policy documents. At the same time, Henry is going through the website to remove or convert content as identified by the WCAG team.

I added the Library to the RAILS Vendor Accessibility directory to both verify that our existing products have VPATS in place and to provide additional transparency to those looking for status. Two vendors, LibraryAware and Advantage Archives are rolling out changes to come into compliance by the April 2026 date required by larger entities.

Next steps will be to meet with various staff to begin content creation trainings.

Riverside 150 Closing Ceremonies

Dozens of residents and local government officials (including Abdelnasser Rashid and Chuy Garcia's Chief of Staff, Patty Garcia) celebrated the end to the Riverside 150 festivities at the Library on Feb 20. The Library hosted this event after hours.

Programming Statistics

The SPOT Open Hours (8 sessions) – 25
The SPOT Appointments – 1
Tile Sublimation by Appt - 10
Drop in Tech Help – 0
Book Discussion – 11
ILP – R. L. Stine – 6
Cupid's Arrow Wall Hanging – 13
Tax-Smart Investments – 16
Street Tacos – 18
Abigail Adams - 44
Opera – Il Travatore – 18
Chess Club (4 sessions) – 50

Asahi (4 sessions) – 27
Mahjong (4 sessions) - 22
Meditation (1 session) – 5
Genealogy– 9
Wordsmith's Society – 6
Knitting Club (2 sessions) – 10
AARP Tax Help (4 weeks) - 56
Passive
Seed Packets Take/Leave –12

Patron Interactions – We had 857 patron interactions this month. 3 interactions with ESL patrons.

**Riverside Public Library
Miscellaneous Statistics - February 2026**

	Feb-26	Feb-25	YTD 2026	YTD 2025
Reference Statistics				
Questions Asked - Adult	857	755	1612	1510
Questions Asked - Youth Services	365	438	728	846

Internet Usage - Adult	277	273	517	511
- CYS	278	195	568	197
Total Usage	555	468	1085	708

Holdings				
Adult Titles Added	203	148	429	364
CYS Titles Added	152	60	206	114
Total Titles Added	355	208	635	478
Adult Titles Withdrawn	12	106	25	118
YS Titles Withdrawn	14	3	28	158
Total Titles Withdrawn	26	109	53	276

Total Holdings			63184	63656
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Library Programs - Active				
Children 0-5	42	39	77	74
Children 6-11	9	10	17	18
YA 12-18	1	4	2	5
Adults 19+	37	31	56	70
General Interest (Mixed)	13	6	19	11
Totals	102	90	171	178

Library Programs - Active Attendance				
Children 0-5	304	283	583	547
Children 6-11	61	49	116	124
YA 12-18	7	27	16	54
Adults 19+	502	412	821	1612
General Interest (Mixed)	460	426	607	851
Totals	1334	1197	2143	3188

Library Programs - Passive				
Children 0-5	8	5	15	13
Children 6-11	3	4	8	5
YA 12-18	0	0	0	0
Adults 19+	0	0	0	1
General Interest (Mixed)	8	4	10	8
Totals	19	13	33	27

Library Programs - Passive Attendance				
Children 0-5	58	48	132	152
Children 6-11	30	36	79	40
YA 12-18	0	0	0	0
Adults 19+	0	0	0	60
General Interest (Mixed)	413	321	513	693
Totals	501	405	724	945

Community Programs Attendance	12	9	21	21
	153	146	242	275

	Feb-26	Feb-25	YTD 2026	YTD 2025
Study Room Use	46	34	94	66
New Library Cards Issued	51	55	81	101
Library Attendance	8641	6980	15743	14261
Notary Service	12	35	28	47
Checkouts	4505	4769	9289	9808
Renewals	3089	3096	5973	6037
Checkins	5000	5530	10340	11205
Total Circulation	12594	13395	25602	27050
Interlibrary Loans				
Loaned	906	1015	1963	2140
Borrowed	1061	1201	2416	2483
Reciprocal Borrowing				
Loaned to Other Library Patrons	469	478	931	1061
RPL Patrons Borrowing Elsewhere	1288	1248	2665	2554
Digital Resources				
Hoopla	394	350	795	722
Palace Project	66	103	147	261
Libby (Digital Library of Illinois)	2013	1931	4378	4240
Web Site Total Hits	3904	4146	8396	8931
Wireless Statistics	1360	883	2538	2061
Online Databases				
Ancestry.com				
Searches	287	461	515	1149
Returns	401	913	706	1877
Newsbank				
Searches	25	58	26	110
Consumers Reports				
Sessions	11	8	23	18
Searches	153	107	304	208
Additional Statistics				
Newspaper Archives				
Searches	17	24	46	51
Museum Passes				
Issued	7	9	13	17
Library of Things				
Equipment	51	63	111	120
Kits	15	21	27	30
Spot Collection Use	26	9	41	18

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

Administration

The Illinois Public Library Annual Report (IPLAR) was submitted to the State Library on February 11. We have now completed all the required documents by the State for the year.

As expected, Reading Between the Wines preparation kept me busy throughout the month. Ticket sales are down from previous years, as is our volunteer signup. Maybe it is an indication that the event is losing appeal. We have been able to keep expenditures low so the sponsorship money will more than cover the expenses. We will have more information on the actual event at the Board Meeting that will take place after RBTW.

We have received all of the delayed tax money. The next tax billing will be going out soon so we will also be getting more in with that round of funding.

At the February 20 Sesquicentennial Closing event, Village President Doug Pollock and Village Manager Jessica Frances presented me with the old BURLING street sign! They personally bought it for the Library. It was such a wonderful gesture. I sent each of them a personal thank you on behalf of the Board and Staff. We are hoping to display the sign on one of our walls soon.

On February 25, we had a return visit by a person conducting a FOIA Compliance Audit. He was here last year; and as a result, we made sure our bulletin boards had all the updated FOIA related information displayed. On this visit, he pointed out that we were not in compliance with Statute 5/ILCS/140/4 regarding prominently posting FOIA information on our website. The information is on our website, but reachable through a drop down menu, which the auditor felt was not prominent. We will be addressing the prominent placing of this information. The auditor also visited the Police Department and Township the same day.

Community Outreach and Partnerships

Friends of the Library held their monthly meeting on February 18. At that time, they were waiting for their 2026 membership flier to be sent out. Within a few days it had been delivered and the envelopes started to come in. Interestingly enough, they have stats which show that most people mail in the envelopes, followed by personally dropping it off at the Library. CheddarUp online donations are the least popular method. We were asked for our "wishlist" for FOL donations, which will be presented at the March FOL meeting. We are asking them to consider a \$10,000 donation which will be used for funding KANOPY, a video streaming service; purchase of additional E-book titles, and a new train table and toys for the Early Learners area. These requests are in addition to their annual Summer Reading Program sponsorship and Newborn Baby Book purchases.

All in the Family Genealogy Club met on February 24.

Buildings and Grounds

The furniture package for the Circulation Services Renovation Project has been finalized. Studio GC has promised to get me the total project estimated cost so we can proceed from that point.

Snow removal again took place several days this month. I am confident that our snow and ice removal days are dwindling down.

Routine elevator maintenance took place.

Fox Valley did the annual testing on our lower level sprinkler system.

The permit for the outdoor Lighting Project was approved. If the weather stays good, the new lights should be installed in early March.

MAR 02 2026

KALAMAZOO
MINISTRIES

448 North Burdick Street • Kalamazoo, Michigan 49007 • PH 269-345-2974 • FX 269-345-9169

2/20/2026

Riverside Public Library
1 Burling Rd
Riverside, IL 60546-2259

"For I was hungry and you gave me something to eat, I was thirsty, and you gave me something to drink, I was a stranger and you invited me in..." Matthew 25:35, NIV

Dear Friends of KGM,

In memory of Gene Dyksterhouse we are writing to express our appreciation for your recent gift of **\$ 75.00** to Kalamazoo Gospel Ministries. We have received your donations totaling **\$ 75.00** for **2026**. Generous gifts from donors like you, provide the support needed to continue our vision of seeing lives transformed by the truth of the Gospel with the collaboration of our community.

Your donation provides a safe place to sleep, nutritious meals, and much-needed support for our homeless neighbors. You are providing pathways of healing and hope as they reclaim their lives. When guests take advantage of the services we offer, they receive counseling, spiritual guidance, life-skills training and the resources that lead to a life of purpose and compassion. How can we thank you enough?

For real-life stories of hope and healing, along with the latest news from KGM, visit kzoogospel.org. You will see the impact of your support. Have you taken a tour lately? There are lots of new happenings here in the ministry, and we would love to show you first-hand. For more information on a tour, please contact Lynn Russcher, Vice President of Advancement at (269)345-2974 ext. 213.

Thank you and God bless you,



Pastor John Simpson
CEO/President

EIN 38 1877 515

P.S. If you are on social media, please follow our pages:

Website - www.kzoogospel.org

Facebook - @Kalamazoo Gospel Ministries

Instagram - @kalamazoo_gospel_ministries



We never sell, rent, or share your personal information.
No person is denied services based on race, creed, sex, disability or national origin.
No goods or services were produced by Kalamazoo Gospel Ministries in consideration for this contribution.

SHELTER | DEVELOPMENT | PURPOSE

Dear friends,

2.23.26

Thank you for your \$75 gift in memory of Gene Dyksterhouse. You are providing workbooks, office supplies, and other resources to men and women in our long-term program - giving them the tools they need to learn and grow in their classes. It's a beautiful way to honor Gene's life.

I also want to say how sorry I am for your loss. May God go with each of you who miss Gene, comforting you and giving you peace.

- Laura Demerell (Dancer Specialist)

Janice -
Thank you so
much for the kind and
thoughtful donation of a book
in Bill's memory to the
Library collection. He was
born & raised in Chicago,
and worked & visited
here for many, making
your book selection
perfect.
Thank you

Thank you sincerely for sharing our sorrow.
Your kindness is deeply appreciated
and will always be remembered.

The family of
William A. Scanlon

On Behalf of the Village of Riverside
The Landscape Advisory Commission
Hereby Recognizes and Honors the Service and
Outstanding Contributions of
The Riverside Public Library
as Key Collaborators in 2025



David Rubin
Landscape Advisory Commission
Chairperson



Michael Collins
Forrester
Village of Riverside

