

LEGAL NOTICE:

**AGENDA
SINE DIE MEETING OF
THE RIVERSIDE PUBLIC LIBRARY BOARD OF TRUSTEES**

Notice is hereby given that the Riverside Public Library Board of Trustees, Cook County, Illinois, will hold a Sine Die Meeting commencing at the hour of 7:30 pm on Tuesday, May 9, 2023 in the Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:30 pm**
- II. Roll Call**
- III. Welcome Guests**
- IV. Public Comment**
- V. Swearing-In of Newly Elected Officials**
 - A. Trustee Nancy DeFauw
 - B. Trustee Daniel Loucks
- VI. Election of Officers and Appointment of Committee Chairs—*Action Item***
- VII. Adjournment Sine Die**



LEGAL NOTICE:

**AGENDA
MONTHLY MEETING OF
THE RIVERSIDE PUBLIC LIBRARY BOARD OF TRUSTEES**

Notice is hereby given that the Riverside Public Library Board of Trustees, Cook County, Illinois, will hold a Regular Meeting commencing at the hour of 7:30 pm on Tuesday, May 9, 2023 in the Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546

- I. Call to Order 7:30 pm**
- II. Roll Call**
- III. Welcome Guests**
- IV. Public Comment**
- V. Approve Minutes of April 11, 2023—Action Item**
- VI. Review of Current Bills—Action Item**
- VII. Review of Financial Statements—Action Item**
- VIII. Committee Reports**
 - A. Finance**
 - B. Building & Grounds**
 - C. Policy & Bylaws**
 - 1. Collection Development Policy - **Action Item**
 - 2. Donation Policy (Appendix H of Collection Development Policy - **Action Item**
 - 3. Social Media Policy - **Action Item**
 - 4. Meeting Room Policy - **Action Item**
 - D. Technology**
 - E. Communications and Marketing**
 - 1. Managing Social Media & the State and Local Records Acts
- IX. Staff Reports—April**
 - A. Children & Youth Services Manager—Nora Durbin**
 - B. Patron Services & Computer Services Manager—Sharon Shroyer**
 - C. Information Services—Diane Silva**
 - D. Monthly Statistics**
- X. Director's Report—Janice Foley**
- XI. Unfinished Business**
- XII. New Business**
 - A. Special Event Application - Cindy Vitek Fundraiser**
- XIII. Announcements**
- XIV. Correspondence & FYIs**
 - A. Thank You Notes for In Recognition of a Life donations**
 - B. Note to Staff from Cathy Maloney**
 - C. Note to Staff from Riverside Juniors**
 - D. Board Contact 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
April 11, 2023**

Held Tuesday, April 11, 2023 in the Community Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

In Attendance: Ken Circo, President; Courtney Greve Hack, Vice President; Michael Hagins, Treasurer; Jane Birmingham, Secretary; Christine Long, Trustee; Jen Pacourek, Trustee; and Patrick White, Trustee

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

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

Review of Minutes

Jen Pacourek moved, and Michael Hagins seconded, that the Board approve the minutes of the March 14, 2023 regular meeting.

Ayes: Birmingham, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Current Bills

Jane Birmingham moved, and Michael Hagins seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 23253 through 23267, 23274 through 23279, 23284 through 23298, z00023 and z00024, in the total amount of \$110,247.43, which includes payroll through March 31, 2023.

Roll Call Vote:

Ayes: Birmingham, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Review of Financial Statements

Jane Birmingham moved, and Jen Pacourek seconded, that the Board approve the financial statements for March 31, 2023, subject to audit.

Roll Call Vote:

Ayes: Birmingham, Hagins, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Jen Pacourek noted that the current year-to-date legal fees are almost 200% over budget.

Christine Long and Courtney Greve Hack entered the meeting at 7:37 pm.

Committee Reports

Finance

Michael Hagins reported property tax revenue has started to come in. We are just about caught up with all property tax revenue due to us.

Building and Grounds

Ken Circo reported that the elevator has been fixed. The parts were covered in the warranty, but the labor was not. The light bulbs were replaced in the Great Room chandeliers. The Patron Services lighting project permit was approved by the Village. The masonry repair project has not begun yet.

Policy & Bylaws – Patron Services Policy

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

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Technology

Michael Hagins updated the Board of various issues. Most of the technology expenses this past month were related to equipment for the Spot. The website is in the process of being updated by removing pandemic-related posts and language. The staff is completing phishing training. We are continuing to update and replace computers. The year-to-date technology budget is on target.

Communications and Marketing

Courtney Greve Hack reported that Bob Uphues is planning to run a Reading Between the Wines (RBTW) story in the Landmark after the local elections. Ms. Greve Hack will reach out to the staff of Delaplaine magazine regarding the photos taken at RBTW.

We are still working on updating the Disaster/Emergency Plan announcements and moving them to a separate document. The communications and marketing committee will meet on April 21, 2023.

Staff Reports

The Board reviewed the staff reports.

Ken Circo thanked Nora Durbin, Children and Youth Services Manager, for planning a great week of activities for Spring Break.

The Board discussed the continued increase in Hoopla and Libby requests and the fact that patrons are receiving messages stating that RPL has reached its' daily capacity.

Flipster requests have decreased, most likely due to the fact that Libby now carries many more magazines on its' service.

Director's Report

The Board reviewed the Library Director's report.

The Library Director reported that Friends of Library donated \$3000 to fund the Summer Reading Program and also \$400 to fund a new children's activity - The Book Farm – during the Farmer's Market.

Ken Circo commented on the professional quality and appearance of the RPL Spring Newsletter. Courtney Greve Hack thanked Jen and Patrick White for their donation of popcorn during the staff in-service.

Unfinished Business

Disaster/Emergency Plan Revisions

The Board discussed the additional revisions to the Disaster / Emergency Plan. They mentioned separating out the announcements as previously discussed in the Communications and Marketing committee report. We should update and add the call tree to the Disaster Plan. There was a question about salvaging the printed copies of the RPL Board minutes. Several Board members suggested recruiting a volunteer to scan the minutes into a digital format. RPL should be added to the police department notification list for community emergencies.

Courtney Greve Hack moved, and Jen Pacourek seconded, the approval of the Disaster/Emergency Plan with the revisions discussed.

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

New Business

The Spot: A Place to Create Collection Policy and Waiver

Jen Pacourek moved and Courtney Greve Hack seconded, the approval of The Spot: A Place to Create Collection policy.

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Annual Resolution Authorizing Library Nonresident Cards

The Board discussed changing the policy's payment methodology from the current tax bill method to a fixed fee, however, decided against it. The Library has not received any requests in the last two years for nonresident cards.

Courtney Greve Hack moved, and Jen Pacourek seconded, the approval of the annual resolution authorizing the issuing of library cards to nonresidents.

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Laura Risley Paintings Display and Sale

The Board had a lengthy discussion on the merits of this opportunity and potential benefits to the Library. Many concerns and questions were raised. The Board decided

that before RPL move forward with this, a policy would need to be drafted and approved by the Board.

Patrick White moved, and Christine Long seconded, that we decline of this opportunity as RPL does not have a cogent policy in place currently with regard to the display and sale of artistic works.

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Announcements

Riverside Arts Weekend is June 10 and 11. This year's community art piece is a birdhouse. RPL will be decorating two birdhouses. The Hauser Junior High Chamber concert is this weekend.

Courtney Greve Hack reminded the Board members to submit their Statement of Economic Interest with the Cook County Clerk. The deadline is approaching.

Correspondence

Constance Guardi, member of the Frederick Law Olmsted Society, thanked the Library Director and staff for their assistance in reviewing and reorganizing the library's Olmsted collection.

Recess to Executive Session

Jen Pacourek moved, and Courtney Greve Hack seconded, that the Board convene in Executive Session to discuss the minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 (5 ILCS 120/2(c)(21)) at 8:37 pm.

Roll Call Vote:

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Return to Regular Session

The Board returned to Regular Session at 8:39pm.

In Attendance: Ken Circo, President; Courtney Greve Hack, Vice President; Michael Hagins, Treasurer; Jane Birmingham, Secretary; Christine Long, Trustee; Jen Pacourek, Trustee; Patrick White, Trustee

Also in Attendance: Janice Foley, Library Director; and Lisa Garay, Administrative Assistant

Review of Executive Session Minutes

Courtney Greve Hack moved, and Jen Pacourek seconded, that the Board approve the executive session minutes of October 11, 2022 and November 8, 2022.

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Jen Pacourek moved, and Courtney Greve Hack seconded, that following a review of the executive session minutes, which remain confidential, the Board agreed by consensus to release to the public the following executive session minutes of October 11, 2022 and November 8, 2022.

All other executive session minutes remain confidential.

Ayes: Birmingham, Greve Hack, Hagins, Long, Pacourek, White

Nays: None

Abstained: None

The motion passed.

Adjournment

Upon motion by Jen Pacourek, seconded by Michael Hagins, and passed unanimously, the meeting was adjourned at 8:41 pm.

President

Secretary

Riverside Public Library

CASH DISBURSEMENTS

APRIL - 2023

ACCOUNTS PAYABLE DISBURSEMENTS



**TOTAL FOR APRIL 2023 ACCOUNTS PAYABLE,
AND APRIL PAYROLL = \$90,114.16**

Including voided check #23325

The Riverside Public Library
 Check/Voucher Register - A/P Checks
 From 4/1/2023 Through 4/30/2023

Check Nun	Check Date	Payee	Check Amount	Transaction Description
23280	4/1/2023	Alarm Detection Systems, Inc.	1,045.41	Quarterly charges April-June
23281	4/1/2023	Ink Your Wear, Inc.	54.00	4 t-shirts
23282	4/1/2023	NCPERS-IL IMRF	32.00	Term life- Forsyth & Silva
23283	4/1/2023	Stephen Pruett-Jones	100.00	Monk parakeet program
23299	4/10/2023	J. Andersen Construction	650.00	Light bulb replacement
23300	4/10/2023	Coverall North America, Inc	1,948.00	Cleaning services- April
23301	4/10/2023	Delta Dental of Illinois - Risk	76.55	HMO dental- April
23302	4/10/2023	Delta Dental of Illinois- Vision	6.53	PPO vision
23303	4/10/2023	Janice Foley	15.99	Cake for Hunter's baby shower
23304	4/10/2023	North Suburban Employee Benefit Coop	216.00	PPO dental- March
23305	4/10/2023	North Suburban Employee Benefit Coop	1,767.58	PPO medical- March
23306	4/10/2023	Village of Riverside	384.00	Permit for PS lighting
23307	4/10/2023	TIAA, FSB	550.00	Copier rental
23308	4/18/2023	Anderson Pest Control	135.40	Triannual barrier treatment
23309	4/18/2023	Business Card	2,396.00	Credit card charges
23310	4/18/2023	News Bank, Inc	1,083.00	Sub Life online 11/23-10/24
23311	4/18/2023	Proquest	1,983.23	Ancestry Library 04/23-03/24
23312	4/18/2023	Andrea L. Ross	250.00	Rogue Rockefeller program
23313	4/20/2023	Blue Cross Blue Shield of Illinois	5,457.83	HMO medical- April 2023
23314	4/20/2023	Delta Dental of Illinois- Vision	26.12	HMO vision- April
23315	4/25/2023	Belcore Electric	12,300.00	Install lighting in PS area
23316	4/25/2023	Greg Hannah Plumbing	145.00	Unclog women's bathroom sink
23317	4/25/2023	Heartland Business Systems, LLC	200.00	Move phone extensions
23318	4/25/2023	LIMRiCC-UCGA	535.58	1st quarter 2023 UC expense
23319	4/25/2023	Proven Business Systems	654.89	Copier click charges
23320	4/25/2023	Village of Riverside	5,182.00	April 2023 IMRF
Z00025	4/30/2023	Comcast Cable	233.85	Comcast internet
Z00026	4/24/2023	Comcast Cable	447.43	Comcast phone
1385	4/14/2023	Administration	4,324.07	Group: 01; Pay Date: 4/14/2023
1386	4/14/2023	Information Services	5,031.25	Group: 02; Pay Date: 4/14/2023
1387	4/14/2023	Children & Youth Services	3,781.90	Group: 03; Pay Date: 4/14/2023
1388	4/14/2023	Patron Services	6,573.03	Group: 04; Pay Date: 4/14/2023
1389	4/28/2023	Administration	4,175.08	Group: 01; Pay Date: 4/28/2023
1390	4/28/2023	Information Services	5,031.29	Group: 02; Pay Date: 4/28/2023
1391	4/28/2023	Children & Youth Services	4,345.48	Group: 03; Pay Date: 4/28/2023
1392	4/28/2023	Patron Services	<u>6,963.04</u>	Group: 04; Pay Date: 4/28/2023
Total			78,101.53	
EFTPS Electronic Tax Payment- Employer portion 04/14/2023			2,010.63	
EFTPS Electronic Tax Payment- Employer portion 04/28/2023			<u>2,061.17</u>	
Report Total			<u>82,173.33</u>	

The Riverside Public Library
Check/Voucher Register
From 5/9/2023 Through 5/9/2023

<u>Document Number</u>	<u>Document Date</u>	<u>Transaction Amount</u>	<u>Payee</u>
23321	5/9/2023	1,745.62	Amazon Capital Sevices
23322	5/9/2023	769.68	Cintas Corporation LOC. 769
23323	5/9/2023	226.00	Colley Elevator Co.
23324	5/9/2023	171.00	Arthur J. Gallagher RMS , Inc.
23326	5/9/2023	3,199.82	Ingram Library Services
23327	5/9/2023	748.93	Midwest Tape
23328	5/9/2023	632.03	NICOR Gas
23329	5/9/2023	300.00	Village of Riverside
23330	5/9/2023	<u>147.75</u>	Unique Management Services, Inc.
Report Total		<u><u>7,940.83</u></u>	

Riverside Public Library

FINANCIAL REPORTS

For 4 Months Ending

April 30, 2023

UNAUDITED



**Riverside Public Library
Cash Balances
As of 04/30/2023**

	Balance, <u>04/30/2023</u>
Consolidated Operating Funds:	
First American- Checking	39,668.65
First American- Payroll	<u>268.20</u>
Total First American accounts	39,936.85
 Riverside Bank savings	 1,885.62
 Illinois Funds	
General Fund	961,768.34
Audit Fund	3,274.52
IMRF Fund	27,064.17
FICA Fund	29,647.37
Unemployment Comp Fund	506.25
Capital Improvements Fund	42,595.53
Special Reserve Fund	10,362.45
Working Cash Fund	285,669.00
Library Bond Fund	<u>249,975.08</u>
Total Illinois Funds	1,610,862.71
 Total Operating Funds Cash Balances	 1,650,799.56
 Gift & Endowment Funds:	
Library Gift Fund	97,922.59
Batko Endowment Fund	6,041.34
Lower Level Renovation Fund	52,049.88
General Endowment Fund	10,136.07
Dardwin Fund	<u>16,522.22</u>
 Total Gift & Endowment Funds	 182,672.10
 Total Funds	 <u>1,833,471.66</u>

The Riverside Public Library
Balance Sheet- Operating Funds - Consolidated Report- Operating Funds
Operating Fund
As of 4/30/2023

	Current Period Balance
Assets	
Illinois Fund-Operating Fund	1,022,260.67
1st American-Checking Account	9,277.47
1st American-Payroll Account	267.71
Riverside Bank savings account	2,006.63
Property Tax Receivable	(352,936.96)
Due from Other Funds	14,295.62
Due from other groups	306.53
Due from Friends of the Library	(178.68)
Staff Receivables	(28.69)
Fixed Assets	1,260,414.00
Amount Provided for Vacation	23,590.00
Total Assets	1,979,274.30
Liabilities	
Accounts Payable	7,940.83
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,008.02
IMRF Payable	(125.19)
Deferred Property Taxes	(352,936.96)
Accrued Payroll	18,548.84
Accrued Vacation Pay	23,590.00
Health Insurance Payable	(464.35)
Term Life Insurance Payable	(132.52)
Due to Other Funds	243.90
Due to Library Gift Fund	3,000.00
Due to Friends of the Library	80.00
Due to Historical Society	260.00
Investment in Fixed Assets	1,260,414.00
Total Liabilities	961,366.00
Fund Balances	
Beginning Fund Balances	
Assigned for Operations	583,685.71
Restricted for Audit	(97.25)
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	256.63
Total Beginning Fund Balances	582,043.88
Excess Revenues/(Expenditures)	435,864.42
Total Fund Balances	1,017,908.30
Total Liabilities & Fund Balances	1,979,274.30

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE
From 4/1/2023 Through 4/30/2023

	Current Year Actual	Current Year Actual-4 mos.ending 4/30/2023	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenues					
Property Taxes					
2021 Property tax revenue	2,467.24	317,458.60	0.00	317,458.60	0.00%
2022 Property Tax Revenue	390,089.23	681,584.33	1,259,965.00	(578,380.67)	(45.90)%
Lower Level Bond revenue	0.00	0.00	121,800.00	(121,800.00)	(100.00)%
Total Property Taxes	<u>392,556.47</u>	<u>999,042.93</u>	<u>1,381,765.00</u>	<u>(382,722.07)</u>	<u>(27.70)%</u>
Inter Government Funds	0.00	15,790.86	23,000.00	(7,209.14)	(31.34)%
Interest	3,871.08	9,476.26	1,250.00	8,226.26	658.10%
Fees for Services	1,121.95	4,478.52	4,988.00	(509.48)	(10.21)%
Misc Revenue					
CREATE revenue	10.00	10.00	5,000.00	(4,990.00)	(99.80)%
Other	54.20	238.29	550.00	(311.71)	(56.67)%
Total Misc Revenue	<u>64.20</u>	<u>248.29</u>	<u>5,550.00</u>	<u>(5,301.71)</u>	<u>(95.53)%</u>
Total Revenues	<u>397,613.70</u>	<u>1,029,036.86</u>	<u>1,416,553.00</u>	<u>(387,516.14)</u>	<u>(27.36)%</u>
Total Revenue	<u>397,613.70</u>	<u>1,029,036.86</u>	<u>1,416,553.00</u>	<u>(387,516.14)</u>	<u>(27.36)%</u>
Expenditures					
Personnel Services	67,022.36	300,141.12	912,800.00	612,658.88	67.12%
Supplies	823.33	5,518.59	20,450.00	14,931.41	73.01%
Contractual Services	6,761.01	27,348.52	102,500.00	75,151.48	73.32%
Adult Information Sources	2,176.89	9,846.06	42,060.00	32,213.94	76.59%
Electronic Resources	3,850.14	13,695.32	65,240.00	51,544.68	79.01%
CYS Information Sources	872.21	3,716.03	12,300.00	8,583.97	69.79%
Marketing/Public Relations	312.32	5,171.92	21,800.00	16,628.08	76.28%
Administration	1,428.23	31,025.57	209,350.00	178,324.43	85.18%
Technology	654.42	8,901.87	21,000.00	12,098.13	57.61%
Total Expenditures	<u>83,900.91</u>	<u>405,365.00</u>	<u>1,407,500.00</u>	<u>1,002,135.00</u>	<u>71.20%</u>
Miscellaneous Expenses					
Misc Expenses	0.00	42,095.98	0.00	(42,095.98)	0.00%
Total Miscellaneous Expenses	<u>0.00</u>	<u>42,095.98</u>	<u>0.00</u>	<u>(42,095.98)</u>	<u>0.00%</u>
Total Expenditures	<u>83,900.91</u>	<u>447,460.98</u>	<u>1,407,500.00</u>	<u>960,039.02</u>	<u>68.21%</u>
Excess Revenues(Expenditures)	<u>313,712.79</u>	<u>581,575.88</u>	<u>9,053.00</u>	<u>572,522.88</u>	

The Riverside Public Library
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE
From 4/1/2023 Through 4/30/2023

	Current Period Actual	Current Year Actual 4 mos.ending 04/30/2023	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
Property Taxes					
2021 Property tax revenue	2,467.24	317,458.60	0.00	317,458.60	0.00%
2022 Property Tax Revenue	390,089.23	681,584.33	1,259,965.00	(578,380.67)	(45.90)%
Lower Level Bond revenue	0.00	0.00	121,800.00	(121,800.00)	(100.00)%
Total Property Taxes	<u>392,556.47</u>	<u>999,042.93</u>	<u>1,381,765.00</u>	<u>(382,722.07)</u>	<u>(27.70)%</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	15,790.86	10,000.00	5,790.86	57.91%
Total Inter Government Funds	<u>0.00</u>	<u>15,790.86</u>	<u>23,000.00</u>	<u>(7,209.14)</u>	<u>(31.34)%</u>
Interest on Operating Funds					
Interest-Illinois Funds	3,866.58	9,470.60	1,250.00	8,220.60	657.65%
Interest- Riverside Bank	4.50	5.66	0.00	5.66	0.00%
Total Interest on Operating Funds	<u>3,871.08</u>	<u>9,476.26</u>	<u>1,250.00</u>	<u>8,226.26</u>	<u>658.10%</u>
Fees & Services					
Fines	103.84	697.99	500.00	197.99	39.60%
Fax Fees	37.00	139.00	250.00	(111.00)	(44.40)%
Maker Space fees/Internet fees	0.00	0.00	3.00	(3.00)	(100.00)%
Printing Fees	326.97	1,231.32	1,200.00	31.32	2.61%
Book & Video Sales	582.14	2,126.21	2,500.00	(373.79)	(14.95)%
Adult Replacement Fees	20.00	20.00	100.00	(80.00)	(80.00)%
CYS Replacement Fees	52.00	191.00	200.00	(9.00)	(4.50)%
ILL Fees	0.00	43.00	35.00	8.00	22.86%
Lost Book Credit	0.00	5.00	100.00	(95.00)	(95.00)%
Meeting Room Charges	0.00	25.00	100.00	(75.00)	(75.00)%
Total Fees & Services	<u>1,121.95</u>	<u>4,478.52</u>	<u>4,988.00</u>	<u>(509.48)</u>	<u>(10.21)%</u>
Miscellaneous Revenue					
Miscellaneous Revenue	4.20	86.30	200.00	(113.70)	(56.85)%
Memorial Book Donations	50.00	50.00	250.00	(200.00)	(80.00)%
Donations	0.00	101.99	100.00	1.99	1.99%
CREATE revenue	10.00	10.00	5,000.00	(4,990.00)	(99.80)%
Total Miscellaneous Revenue	<u>64.20</u>	<u>248.29</u>	<u>5,550.00</u>	<u>(5,301.71)</u>	<u>(95.53)%</u>
Total Revenues	<u>397,613.70</u>	<u>1,029,036.86</u>	<u>1,416,553.00</u>	<u>(387,516.14)</u>	<u>(27.36)%</u>

The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 4/1/2023 Through 4/30/2023

	Current Period Actual	Current Year Actual-4 mos. ending 4/30/2023	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Personnel Services					
Staff Salaries	55,260.45	250,299.39	756,400.00	506,100.61	66.91%
Health & Life Insurance	4,581.35	17,214.43	55,000.00	37,785.57	68.70%
Employer's Portion - IMRF	3,031.51	13,579.22	42,000.00	28,420.78	67.67%
Employer's Portion - FICA	4,051.80	18,357.72	58,000.00	39,642.28	68.35%
Unemployment Comp Expense	97.25	690.36	1,400.00	709.64	50.69%
Total Personnel Services	<u>67,022.36</u>	<u>300,141.12</u>	<u>912,800.00</u>	<u>612,658.88</u>	<u>67.12%</u>
Materials & Supplies					
Office Supplies	72.59	518.55	3,000.00	2,481.45	82.72%
Library Supplies	421.64	875.67	4,000.00	3,124.33	78.11%
CYS Supplies	0.00	11.48	600.00	588.52	98.09%
Info Services Supplies	0.00	0.00	350.00	350.00	100.00%
Building Maintenance Supplies	349.10	3,522.94	10,000.00	6,477.06	64.77%
Ink Cartridges	(20.00)	589.95	2,500.00	1,910.05	76.40%
Total Materials & Supplies	<u>823.33</u>	<u>5,518.59</u>	<u>20,450.00</u>	<u>14,931.41</u>	<u>73.01%</u>
Contractual Services					
Janitorial	1,948.00	7,792.00	28,000.00	20,208.00	72.17%
Water	0.00	989.86	2,500.00	1,510.14	60.41%
Gas	632.03	5,942.65	15,000.00	9,057.35	60.38%
Building Maintenance	1,404.68	4,876.09	30,000.00	25,123.91	83.75%
Small Equipment Maintenance	0.00	220.00	1,000.00	780.00	78.00%
Equipment Maintenance	1,571.41	4,140.82	12,000.00	7,859.18	65.49%
Furnishings & Equipment	0.00	0.00	5,000.00	5,000.00	100.00%
Copier Rental & Maintenance	1,204.89	3,387.10	9,000.00	5,612.90	62.37%
Total Contractual Services	<u>6,761.01</u>	<u>27,348.52</u>	<u>102,500.00</u>	<u>75,151.48</u>	<u>73.32%</u>
Electronic Resources					
On-line Data Bases	3,815.16	6,936.10	30,740.00	23,803.90	77.44%
SWAN Computer	0.00	5,917.75	27,000.00	21,082.25	78.08%
Internet Expense	0.00	701.55	3,000.00	2,298.45	76.61%
Patron Subscription services	34.98	139.92	4,500.00	4,360.08	96.89%
Total Electronic Resources	<u>3,850.14</u>	<u>13,695.32</u>	<u>65,240.00</u>	<u>51,544.68</u>	<u>79.01%</u>
Information Sources					
Books	1,823.69	5,398.40	20,500.00	15,101.60	73.67%
Standing Order Books	217.24	1,090.91	4,000.00	2,909.09	72.73%
Periodicals	0.00	2,573.13	8,500.00	5,926.87	69.73%
DVD	135.96	671.28	4,000.00	3,328.72	83.22%
Audio Books	0.00	53.34	60.00	6.66	11.10%
Library of Things expenses	0.00	27.80	0.00	(27.80)	0.00%
CREATE expenses	0.00	31.20	5,000.00	4,968.80	99.38%
Total Information Sources	<u>2,176.89</u>	<u>9,846.06</u>	<u>42,060.00</u>	<u>32,213.94</u>	<u>76.59%</u>
Children/Youth Services					
CYS Juvenile Books	574.45	1,292.45	4,000.00	2,707.55	67.69%
CYS Periodicals	8.44	358.43	250.00	(108.43)	(43.37)%
CYS Reference Books	0.00	0.00	1,500.00	1,500.00	100.00%
CYS Video Games	0.00	0.00	250.00	250.00	100.00%
CYS Young Adult	138.69	930.68	2,000.00	1,069.32	53.47%
CYS Board Books	0.00	28.22	0.00	(28.22)	0.00%
CYS Easy Books	130.64	936.56	3,000.00	2,063.44	68.78%
CYS DVD	0.00	149.70	700.00	550.30	78.61%
CYS Toys & Puzzles	19.99	19.99	100.00	80.01	80.01%
CYS Storytime Resources	0.00	0.00	100.00	100.00	100.00%


The Riverside Public Library
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE
From 4/1/2023 Through 4/30/2023

	Current Period Actual	Current Year Actual-4 mos.ending 4/30/2023	Total Budget	Total Budget Variance	Percent Total Budget Remaining
CYS Steam	0.00	0.00	400.00	400.00	100.00%
Total Children/Youth Services	<u>872.21</u>	<u>3,716.03</u>	<u>12,300.00</u>	<u>8,583.97</u>	<u>69.79%</u>
Marketing/Public Relations					
CYS Programming	62.42	187.91	300.00	112.09	37.36%
Adult Programming	100.00	1,321.46	4,000.00	2,678.54	66.96%
Library Programs	149.90	643.87	500.00	(143.87)	(28.77)%
Advertising Expenses	0.00	0.00	1,500.00	1,500.00	100.00%
Binding	0.00	0.00	500.00	500.00	100.00%
Newsletter Expense	0.00	3,018.68	15,000.00	11,981.32	79.88%
Total Marketing/Public Relations	<u>312.32</u>	<u>5,171.92</u>	<u>21,800.00</u>	<u>16,628.08</u>	<u>76.28%</u>
Administration					
Shipping Charges	50.69	177.25	450.00	272.75	60.61%
Legal Services	0.00	4,380.40	1,500.00	(2,880.40)	(192.03)%
Credit Bureau	132.75	220.50	600.00	379.50	63.25%
Telephone	200.00	1,956.03	9,000.00	7,043.97	78.27%
Postage	30.40	109.57	1,000.00	890.43	89.04%
Treasurer's Bond	0.00	0.00	500.00	500.00	100.00%
Liability Insurance	171.00	21,153.10	25,000.00	3,846.90	15.39%
Audit Fees	0.00	0.00	3,900.00	3,900.00	100.00%
Seminars,Conferences,Meetings	0.00	0.00	500.00	500.00	100.00%
Membership Dues	179.00	664.00	700.00	36.00	5.14%
Accounting Expenses	329.85	887.64	2,500.00	1,612.36	64.49%
Staff Development	254.40	1,161.98	2,000.00	838.02	41.90%
Bond repayment	0.00	0.00	121,800.00	121,800.00	100.00%
Credit Card/Bank Fees	13.00	88.67	900.00	811.33	90.15%
Miscellaneous Expense	25.34	61.53	8,000.00	7,938.47	99.23%
Board Expense	41.80	164.90	1,000.00	835.10	83.51%
Capital Expense	0.00	0.00	30,000.00	30,000.00	100.00%
Total Administration	<u>1,428.23</u>	<u>31,025.57</u>	<u>209,350.00</u>	<u>178,324.43</u>	<u>85.18%</u>
Technology					
Technology Supplies	41.43	453.95	1,000.00	546.05	54.60%
Computer Consultant	0.00	0.00	2,500.00	2,500.00	100.00%
Network Maintenance	0.00	1.99	2,500.00	2,498.01	99.92%
Computer Hardware & Equipment	0.00	683.84	6,000.00	5,316.16	88.60%
E-Library Subscription Svs	602.99	5,365.00	7,500.00	2,135.00	28.47%
Computer Software	10.00	2,397.09	1,500.00	(897.09)	(59.81)%
Total Technology	<u>654.42</u>	<u>8,901.87</u>	<u>21,000.00</u>	<u>12,098.13</u>	<u>57.61%</u>
Total Operating Expense	<u>80,050.77</u>	<u>391,669.68</u>	<u>1,342,260.00</u>	<u>950,590.32</u>	<u>70.82%</u>
Miscellaneous Expenses					
Lost ILL Expense	0.00	95.98	0.00	(95.98)	0.00%
Transfer to Other Funds	0.00	42,000.00	0.00	(42,000.00)	0.00%
Total Miscellaneous Expenses	<u>0.00</u>	<u>42,095.98</u>	<u>0.00</u>	<u>(42,095.98)</u>	<u>0.00%</u>
Total Budgeted Expenses	<u>83,900.91</u>	<u>447,460.98</u>	<u>1,407,500.00</u>	<u>960,039.02</u>	<u>68.21%</u>



Library Board Memorandum

To: Board of Trustees

From: Janice Foley, Library Director 

Date: 5/02/2023

Re: Updates to Collection Development Policy and Donation Policy

Attached please find the two policy documents the Board wanted reviewed by our attorney, Michael Marrs. If they meet with your approval, they can be approved by the Board and become the current policies in these areas.



I. VISION AND MISSION STATEMENTS

VISION

Riverside Public Library is one of the cornerstones of our historic and vibrant village where people of all ages, backgrounds and cultures are welcome to learn and grow throughout their lives.

MISSION

Riverside Public Library promotes lifelong learning and discovery through our diverse resources, enrichment opportunities and cooperative partnerships.

II. PURPOSE

The purpose of this policy is to guide the staff/Library Director in the selection, acquisition and withdrawal of materials, as well as to inform the public about the principles upon which selection judgments are made.

III. OBJECTIVES

The goal of this policy is to provide a well-balanced and broad collection of materials for all age groups. Based on available financial resources and space limitations, the Library will provide diverse materials for the education and recreation of the community.

IV. RESPONSIBILITIES

The responsibility for the policy governing the inclusion of materials in the Library collections rests with the Library Board of Trustees (the "Board"). The Board delegates the authority and responsibility for the selection of library materials to the Library Director, and, under her/his direction, to the professional staff who are qualified for this activity by reason of education, training and experience.

V. GENERAL PRINCIPLES

The Board of Trustees of the Riverside Public Library adheres to the following general principles:

- This Library does not practice censorship. Selection of material shall be made solely upon the merits of the work as it fulfills the selection standards herein.
- The Library Board affirms that all libraries are forums for information and ideas, and that the Library is responsible for providing materials to residents and taxpayers of all ages, backgrounds and opinions. The Library does not promote particular beliefs or views.
- Supervision of a minor's access to materials rests solely with his or her parents or guardians. Selection of material will not be limited by the possibility that materials may come into the possession of a minor. Only parents and

guardians have the right and the responsibility to restrict the access of their children to Library resources.

This-The Board upholds and supports the Library Bill of Rights of the American Library Association (ALA) [Appendix C], the Freedom to Read Statement adopted by the ALA [Appendix D], and the Freedom to View Statement adopted by the American Film and Video Association and endorsed by the ALA [Appendix E], Free Access to Libraries for Minors [Appendix F], and Access for Children and Young Adults to Non-Print Materials [Appendix G], which are in the attached Appendixes.

Any patron may express concern regarding an item in the collection. The Library has procedures for the reconsideration of any item in its collection. [See Section IX and Appendix B]

VI. MATERIAL SELECTION PROCESS

The Library Director and Library staff use their knowledge and expertise in combination with the standards listed below to select and evaluate collection items. An item need not meet all criteria to be selected and may not ultimately be selected despite meeting one or more criteria.

The Library Director and Library Staff use a variety of tools to aid in the selection of materials including, but not limited to, such sources as professional review journals, popular print and broadcast media, electronic resources, and publisher's catalogs.

The Library considers all acquisitions, whether purchased or donated, in terms of one or more of the following:

- relevance to the Library's mission and service roles
- price
- date of publication
- available space
- the extent to which the item adds, expands on, or supports the existing collection, rather than duplicates it
- authority of the author, artist, and publisher of the work with preference given to titles vetted in the library and publishing industry
- local demand for the material
- current usefulness or interest
- winners and/or nominees of well recognized literary awards
- relevance to the history of Riverside

The Riverside Public Library provides materials in a variety of formats, including, when appropriate:

- print – such as hardcovers, paperbacks, magazines and newspapers
- nonprint – such as audio and video formats, puzzles and games, artwork, and microforms

- digital resources – such as online databases; digital books, recordings and images; digital historical archives; software programs; and the Internet

VII. SPECIAL COLLECTIONS

- **Local History Collection**
The Library collects scholarly and popular materials of current and/or historical value related to Riverside, its environs, people, history, and geography. All formats will be considered.
- **Local Authors Collection**
A local authors collection of materials written by previous or current residents of Riverside is located in the Riverside Friends of the Library Terrace.
- **Frederick Law Olmsted Collection**
The Village of Riverside has a special interest in Frederick Law Olmsted; therefore, the Library maintains a special collection on Olmsted and related subjects with a separate policy agreement established with The Frederick Law Olmsted Society [Appendix A].

VIII. SPECIAL AREAS

- **Donations, Gifts and Memorials**
Consistent with this policy, the library may accept gifts of materials or funds for the purchase of materials. The library reserves the right to evaluate and to dispose of gifts in accordance with [this Policy and](#) the Library's objectives, Donations Policy [Appendix H], and Guidelines for Books and Other Materials Donations [Appendix I]. [Non-monetary donations, gifts or memorials given to the Library will be accepted only with the understanding the Library will decide if they are added to the collection or otherwise utilized. Materials given to the Library but not added to the collection may be given to another library for its collection, may be donated to the Friends of the Library for sale, or may be disposed of in some other manner in the sole discretion of the Library Director.](#)

The library welcomes monetary gifts to purchase materials in honor of persons or events or memorials.

A donor wishing to arrange a memorial/gift should contact the Library Director.

- **Endowments**
Throughout the years a series of endowment funds have been established. The following endowment ~~funds are~~ fund is used for collection development:
Susan E. Batko Endowment Fund: The interest from this fund is to be used for the purchase of E (easy) children's books based on this selection policy.

IX. RE-EVALUATION OF MATERIALS

Riverside residents desiring reconsideration of any material should refer to the *Reconsideration of Library Materials Policy* [\[Appendix B\] and related](#) form available at all service desks.

~~The initial request for re-evaluation will be given to the Library Director and referred to the appropriate department head. After review of the request, the patron will be notified.~~

X. COLLECTION MAINTENANCE

In order to maintain a collection that is current, reliable, in good condition, well used, and which relates to the needs and interest of the residents of Riverside, materials are withdrawn on a systematic and continuing basis. Materials are withdrawn due to a lack of space or when they are judged to be dated, inaccurate, seldom used, in poor condition, or otherwise not in compliance with the Criteria for Materials Selection.

The following collections are retained regardless of age, condition or circulation:

- Local History Collection
Local history material is retained regardless of age, condition or circulation.
- Olmsted Collection
Material included in the Frederick Law Olmsted collection is retained until removal is approved by the F.L.O.S. Library Committee.

XI. REVISING THE POLICY

This Statement of Policy for the selection of Library materials for the Riverside Public Library will be regularly evaluated (at least every five years) and as the collection grows and situations demand, it will be altered in accordance with the findings of the Board or staff and as subsequently approved by the Board of Trustees.

Approved by Board of Trustees on April 14, 1992
Amended by Board of Trustees on July 13, 1993
Amended by Board of Trustees on February 14, 1995
Amended by Board of Trustees on October 10, 1995
Amended by Board of Trustees on November 14, 1995
Amended by Board of Trustees on June 11, 1996
Amended by Board of Trustees on July 9, 1996
Amended by Board of Trustees on May 9, 2000
Amended by Board of Trustees on September 17, 2001
Amended by Board of Trustees on February 8, 2005
Revised, reviewed and approved on November 8, 2011
Revised, reviewed and approved on February 8, 2022
Revised, reviewed and approved on February 14, 2023

APPENDIXES

APPENDIX A The Frederick Law Olmsted Society/Riverside Public Library Agreement

APPENDIX B Request for Reconsideration of Library Materials

APPENDIX C Library Bill of Rights of the American Library Association (ALA)

APPENDIX D Freedom to Read Statement adopted by the ALA

APPENDIX E Freedom to View Statement adopted by the American Film and Video Association and endorsed by the ALA

APPENDIX F Free Access to Libraries for Minors

APPENDIX G Access for Children and Young Adults to Non-Print Materials

APPENDIX H Donations Policy

APPENDIX I Guidelines for Books and Other Materials Donations



The Riverside Public Library Board of Trustees (the "Board") actively encourages gifts and contributions which will help the Library better serve the needs of the community. All donations and gifts to the Library are subject to applicable Illinois statutes as well as the Library's existing policies and guidelines, including those relating to the selection of the provision of access to books and other resources. The Library, through the Board or the Board's delegated authority, makes the final decision on the acceptance, use or other disposition of gifts and also reserves the right to decide any conditions of display, housing or access. The Library is granted unconditional ownership of each gift.

The Library reserves the right to refuse any gift the Library Board of Trustees, or the Board's delegated authority, in its sole discretion, deems to be not in the best interests of the Library to accept.

Non-monetary gifts given to the Library will be accepted only with the understanding the Library will decide if they are added to the collection or otherwise utilized. Materials not added to the collection or otherwise utilized may be given to another library, may be donated to the Friends of the Library for sale, or may be disposed of in some other manner in the sole discretion of the Library Director.

Gifts of Books & Other Library Resources: Gifts of books or other materials will be accepted in accordance with the *Library's Guidelines for Books and Other Materials Donations*. A bookplate with pertinent information will be affixed to all material unless requested not to. Pre-bought gifted books or other physical materials cannot be used as a Memorial donation or Honor book without approval by the Library Director.

Collections: Gift Collections shall only be accepted by the Library Director in consultation with the Board of Trustees and with the understanding that the collection may not be kept intact.

Memorial/Honor Gifts: The Library welcomes monetary gifts given in recognition of individuals or organizations. The Library staff will attempt to accommodate the donor's preferences for use of the donation.

Monetary Gifts: Monetary gifts to the Library are used to enrich the services and collection of the Library. Contributions can be made in an amount to any of these funds or as unrestricted for use as the Library sees fit:

General Endowment Fund: This fund is unrestricted and can be used to purchase what the Library needs, and can include, but is not limited to, books and materials, equipment and supplies, personnel, and building improvements.

Batko Endowment Fund: Contributions to this fund are considered principal and only the interest earned may be spent. Interest earned in this fund is used to purchase children's books.

Dardwin Fund: This fund is used to purchase books, publications, reference materials and video/media supplies.

Gift Fund: This fund is unrestricted and can be used to purchase what the Library needs, and can include, but is not limited to, books and materials, equipment and supplies, and building improvements. It cannot be used for personnel.

Program & Project Donations: The Library will accept monetary gifts to fund Library programs upon approval of the Board or Library Director. Project donations may also be accepted upon approval of the Board. These donations, once accepted, are subject to the following requirements:

- The money for the proposed project or program must be donated to the Library. The Library will establish such funds and accounting procedures as may be necessary to carry out the terms and conditions of the donation in accordance with the laws of the State of Illinois and the requirements of the Office of the State Auditor.
- All labor contracts or purchased services for the project or program will be acquired by the Library under its purchasing rules in order to protect the Library and to capture the advantages of the Library's tax-exempt status.
- All materials, products, or items will be acquired by the Library under the Library's purchasing rules. Any non-book/audio/visual donation must have a *Deed of Gift* form completed before we will accept it. The forms are available in the Library Director's office.
- A list of program sponsorships is attached.

Art & Decorative Items: The Library may accept donations of art when such art works are: of local interest to the community; of a professional quality; well executed and in good condition. Such donations will be handled by the Library Director, who in consultation of the Board ~~of Library Trustees~~ will determine the suitability of the gift.

Donations of art work must be unconditional, transferring ownership and rights of ownership to the Library. The Library's *Deed of Gift* form must be completed and signed at the time of acceptance by the Library. Donations are accepted only with the donor's full agreement that the Library has the right to handle or dispose of the art work in the best interest of the Library.

All donations to the Library will be recognized formally in a letter from the Library Director. If the donations fall under the guidelines of the Library's formalized recognition program, the donor(s) name will be added to the Library's Donation Page on our website www.riversidelibrary.org.

Reviewed & Approved by the Board of Trustees November 8, 2011, August 12, 2014, March 10, 2015, September 15, 2015, February 9, 2021



The Riverside Public Library uses social media to assist in fulfilling our mission and connecting people with information about Library resources, programs and services as well as providing a welcoming online space where users can find useful and entertaining information. "Social media" is broadly defined as any online forum, website, or account in which users share information, ideas, or other content.

These guidelines are created to supplement, not replace, existing Library policies.

General Standards

Library social media sites, including individual responses, shall be archived in accordance with Illinois Public Records laws and the Freedom of Information Act, including any content edited or removed by the Library or user.

The Library's social media sites are not intended to be a traditional public forum for the general exchange of ideas, but a limited public forum for discussing Library programs, events, and materials. The Library encourages open dialogue, but requests that commenters be courteous and civil. The Library reserves the right to review all comments and postings and remove comments that are inconsistent with the content created by the Library.

Comments or postings that fall within any of the following categories are prohibited:

- Content that constitutes or encourages illegal activity
- Obscenity
- Content that fosters or promotes discrimination or harassment on the basis of race, color, age, religion, sexual orientation, disability, or any other category protected by federal, state, or local law
- Threats against the Library, Library staff, or other users or organizations
- Personal information published without consent
- Commercial promotions or solicitations
- Political campaigning or advocacy
- Information that is knowingly false
- Plagiarism or other content that violates intellectual property rights
- Content or links unrelated to the purpose of the forum

Users who post inconsistent or prohibited comments or materials shall be warned and may be banned at the Library's discretion.

The Library reserves the right to reproduce comments, posts and messages in other public venues. Identifying information, beyond first name, will be removed unless prior approval is given by the user.

Library Sponsored Social Media

Only those employees authorized by the Library Director to post to the Library's social media should be actively participating on those sites during work hours. Social Media staff shall not express personal views in Library posts or comments.

Social media staff are responsible for posting in a professional manner, including, but not limited to, checking facts, avoiding copyright infringement and editing errors.

Personal Social Media Use by Staff or Trustees

Library staff and Trustees are free to enjoy social media as member of the public and are subject to the all standards laid out in this policy. Additionally,

- Employees shall limit social media use to Library-related responsibilities or professional development while at work
- Employees and Trustees shall not divulge confidential or proprietary Library matters, including personal information about staff or patrons.
- If identifying yourself as an employee or Trustee of the Library, indicate that the view expressed are yours alone and do not represent the Library
- Employees and Trustees shall not make any negative or mocking posts or comments about patrons or patron behavior on the Library's social media sites.
- Trustees should be aware of the rules of the Open Meetings Act if involved in discussions on the Library's social media sites.

Liability

By using the Library's social media, you agree to comply with this Policy and other applicable policies. The Library, its employees, agents and officials assume no responsibility for any damages, direct or indirect, arising from participation in Library-sponsored social media.

DRAFT FOR REVIEW

Approved by the Riverside Public Library Board of Trustees – Awaiting Approval

Y:\LIBRARY POLICIES\SOCIAL MEDIA POLICY (2023 DRAFT).docx



Meeting Room Policy ~~April 2023 August 2021~~

The Riverside Public Library provides the following meeting rooms to serve the needs of the Library and the Riverside community. When these meeting rooms are not in use for Library events and programs, they are available on a first-come, first-served basis for eligible individuals and qualified groups, according to the guidelines in this policy.

Meeting Rooms

We have three options for small groups – maximum 24 people:

- ~~The Community Room West (20.5' x 18') (34' x 17')~~ seats a maximum of ~~24 50~~ people auditorium style, ~~or 20 48~~ people at tables and chairs ~~or 12 people conference style.~~
- ~~The Program Room (22'7" x 17'7")~~ seats a maximum of ~~30 24~~ people auditorium style, ~~or 24 24~~ people at tables, ~~or 12 people conference style.~~
- ~~The Friends of the Library Terrace (24' x 12')~~ is available in the evenings ~~only~~ - ~~on Monday through Thursday from 6:30 pm 5-pm~~ to close for small groups up to a maximum of 20 people. ~~The Terrace is not available on the weekends.~~
- - ~~Community Room West (20.5' x 18')~~ seats a maximum of ~~30~~ people auditorium style or ~~24~~ people at tables.
 - ~~Community Room East (18' x 18')~~ seats a maximum of ~~20~~ people auditorium style or ~~12~~ people at tables.
- ~~The Friends of the Library Terrace (24' x 12')~~ is available in the evenings on Monday through Thursday from ~~5 pm to close~~ for small groups up to a maximum of 20 people.
- ~~The Program Room (22'7" x 17'7")~~ seats a maximum of ~~30~~ people auditorium style or ~~24~~ people at tables.

For larger groups – groups over 25 people Please contact Lisa Garay – RPL Administrative Assistant – to discuss meeting room options.

Hours

- Meeting rooms are available for reservations during the Library's regular operating hours only.
- Meeting rooms must be vacated no later than fifteen minutes prior to the Library closing.
- Exceptions for after-hours special events will be addressed individually by the Board of Trustees (See *Application for Use of Library for After Hours Special Events* form).

Fees

- Library partners, Village of Riverside and Riverside Township boards & affiliates, Riverside clubs and organizations, and community support groups hosting open meetings may reserve the meeting rooms free of charge for up to three hours.
- The meeting rooms may be reserved for business or private use for \$25 for up to three hours, given that the *Prohibited Uses* listed below are not violated. The Library reserves the right to deny meeting room requests at their discretion.
- Meeting rooms will not be reserved until all payments are received. Refunds will be given for cancellations made within 24 hours of the scheduled meeting. No refunds will be given for

no-shows or same day cancellations.

- The Library accepts cash, check, or credit card.

Prohibited Uses

The meeting rooms may NOT be reserved for:

- social gatherings, such as private parties
- profit-making purposes, such as selling goods or services
- promoting or presenting products or services
- events that involve an admission charge
- meetings that involve payment for services, such as tutoring, legal services, or any business/client transactions
- worship services

Conditions of Use

- Room reservations and arrangements must be made at least 24 hours in advance of the meeting, or at the discretion of the Library.
- Applicants must sign the *Meeting Room Policy* waiver and pay all required fees in order to reserve a meeting room.
- Applicants must be present at all times during which the meeting room has been reserved.
- Applicants may not assign reservations to another group or individual.
- Use of meeting rooms may not interfere with normal Library operations. Groups must remain in the room to which they have been assigned. Noise generated by the group cannot disrupt normal Library activities.
- Children's groups must be sponsored and supervised by a person or persons 18 years or older. Unsupervised children under the age of 8 are not to be dismissed into public areas of the Library per the *Unattended Child Policy*.
- The Library reserves the right to monitor all meetings held in the meeting rooms. Library staff will be allowed to enter any meeting room to ensure adherence to Library policies and/or to ask groups to vacate the building before Library closing.
- All publicity for meetings that are not co-sponsored with the Library must contain the following wording: "This is NOT a Library-sponsored event. Except for providing meeting space, the Riverside Public Library is not in any manner connected with this meeting, and neither the Library nor the Board of Trustees endorses any position expressed by the group."
- With the exception of Friends of the Library, individuals and/or organizations meeting in the Library may not use the Library's mailing address or telephone number to conduct their business.
- Groups using the meeting rooms may not deny access on the basis of, and including but not limited to, gender, race, religion, sexual orientation or physical/mental ability.
- Groups must adhere to the *Rules of Conduct Policy*.

Refreshments

- Refreshments brought in by the group may be served. All beverages must be in containers with lids. **Fees will be assessed, if necessary, to cover the cost of cleaning and/or damage to furniture, carpeting, equipment, etc.**
- Alcoholic beverages are not permitted anywhere in the building unless preapproved by the

Library Director,

- ~~The Library has a sink and a refrigerator available for use. Any items used must be washed, and the kitchenette must be cleaned.~~
- Supplies, preparation and cleanup are the responsibility of the group, not the Library staff.
Please allow time after the meeting to clean up.

Set Up/Clean Up

- The Library does not have personnel to assist with meetings or programs, or to help set up or clean up.
- Groups using meeting rooms are responsible for setting up the room to their requirements and returning furniture to its proper place upon completion of the meeting.
- No physical changes in the meeting rooms are permitted except for rearrangement of furniture.
- No additional furniture or equipment, other than that already available in the meeting room, will be provided.
- No crafting projects are allowed on Library tables unless the tables are protected by tablecloths. Tablecloths are available at the Library, if needed.
- Signs and decorations may not be taped or stapled to walls or doors.
- **Fees will be assessed if meeting rooms are not left in the condition in which they were found. All trash must be placed in the receptacles provided.**

Equipment

- A laptop, projector, Blu-ray/DVD player, microphone, and lectern are available for use.
- Please inquire about the use of the white boards or the smart board.
- Any equipment use must be requested in advance.

Damages/Liability

- The applicant is personally responsible for group meetings, and for any misbehavior, damage, breakage, theft, or misuse of the Library's facilities, and for any costs associated with these violations. The library's public liability insurance does not cover user negligence, nor will it protect the user if a suit is filed against them.
- Permission to use the meeting rooms may be withheld from groups who on previous occasions have damaged the facilities, carpet, equipment, or furniture, or caused a disturbance, or in any other way failed to comply with these rules.

Restrictions

- The Library reserves the right to restrict meeting room usage when multiple reservations by a single group or individual unfairly restrict usage by other groups.
- Use of meeting rooms for Library programs and Library affiliated programs takes precedence over use by outside groups.
- Smoking and vaping are is not permitted anywhere in the building or within 30 feet of the entrances.
- Use of any flames is prohibited, including matches, candles, incense, etc.
- Use of hazardous materials is not permitted.

Cancellations

- The Library reserves the right to cancel any reservation by giving at least 48 hours' notice with the exception of an emergency closing not within the Library's control due to weather, lack of public utilities, or danger in or near the building.
- Repeated cancellations or no-shows by groups or individuals will result in denial of future meeting room usage.

Use of the meeting rooms does not constitute Library endorsement of viewpoints expressed by participants in programs. In making such rooms available, the Library aspires to meet the principles set forth in the Library Bill of Rights.

*Approved by the Riverside Public Library Board of Trustees 6/12/18
Reviewed and approved by the Trustees 3/10/20
Reviewed and approved by the Trustees 8/10/21
Reviewed and approved by the Trustees 5/9/23*

C:\Users\cira\Documents\MEETING ROOMS\MEETING ROOM POLICY APPLICATION AND WAIVER (2021).doc
Y:\LIBRARY POLICIES\MEETING ROOM POLICY AND WAIVER_May 2023.docx



RIVERSIDE PUBLIC LIBRARY MEETING ROOM APPLICATION/WAIVER

DATE OF MEETING: Day of Week: _____ Date: _____

TIME SCHEDULE: Meeting begins: _____ Meeting ends: _____

NAME OF GROUP: _____

PURPOSE OF MEETING: _____

\$25 fee enclosed No fee required

NOTE: Please see policy for *Prohibited Uses and Fees*

MEETING ROOM OPTIONS (see policy for dimensions and capacity limits):

- Community Room West Program Room
- Friends of the Library Terrace (weekday evenings only and no weekends)

ANTICIPATED ATTENDANCE: _____

FURNITURE/EQUIPMENT REQUESTS:

- # Chairs _____ # Tables _____ (4-6 people/table) wipe-off tablecloths for crafts
- laptop projector DVD/Blu-Ray player
- microphone lectern white board (with approval)
- smart board (with approval)

WAIVER:

I/we the Undersigned hereby waive and release any claims, causes of action, damages or demands I may have against the Riverside Public Library, its Board of Trustees, and employees thereof arising out of or in connection with my use of the aforesaid room. I further agree to defend and hold harmless the Riverside Public Library, its Board of Trustees, and employees thereof from any claims, causes of action, damages or demands which may be made on account of the aforesaid function. I further agree to assume all responsibility for the conduct and safety of my guests and assume all financial responsibility to make payment to the Riverside Public Library for any damages done to the Riverside Public Library by myself or my guests while in attendance at this function.

I have read and understand the attached Public Meeting Room Policy for the Riverside Public Library and the Waiver, and I will personally guarantee and be responsible for compliance with these rules and procedures.

Name (print): _____ Home/Cell Phone: _____

Address: _____ Email: _____

Signature: _____ Date: _____



Alexi Giannoulis
Illinois Secretary of State
Illinois State Archives
Records Management Division

**Managing Social Media &
the State and Local
Records Acts:
A Quick Guide for
Social Media Policy
and Management**

February 2023

A publication by the Illinois State Archives on behalf of the State Records Commission, January 15, 2020, the Downstate Local Records Commission, February 4, 2020, and the Cook County Local Records Commission, February 11, 2020.

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1. DEFINITIONS

Introduction:

A general definition given for social media is a form of electronic communication (such as web-based platforms for social networking, blogging and micro-blogging) through which users create online communities to share information, ideas, personal messages and other content (such as videos). As governmental agencies strive to improve their communication and public engagement goals, using these available online platforms is a consideration and must be managed accordingly. Addressing the management of these web-based platforms is the purpose of this document.

Website Consideration:

Management recommendations for governmental agency websites are not the focus of this document. However, some of the recommendations put forward can apply to an agency's website.

If an agency is undecided about using a website or social media platform for its communications with the public, a website is recommended. A website provides the agency full control of the site's administration, policy compliance, content and communications. A third-party administered social media platform does not provide the agency with control of the information flow.

There is no statutory requirement for a governmental agency to have either a website or social media portal. There are no statutory constraints for a governmental agency then decommissioning its social media portal in favor of an agency website to communicate effectively with the citizens it serves.

Social Media:

For the purposes of this document, the definition of social media is a venue, temporary platform or portal for displaying records. The platform provided by the social media vendor is not in and of itself a record as defined under the Local or State Records Acts. How the governmental agency decides to manage this platform through its policies and administrative procedures, can alter this definition.

IMPORTANT: When an agency chooses to use the social media platform as a two-way communication forum, then records are being created and will require management under either Act. In addition to being a record, any public comments are protected by the First Amendment of the United States Constitution and must be managed accordingly. Therefore, agencies that decide to permit two-way communications on their social media platform should consult their legal counsel regarding the management of comments before taking any further action.

Record:

Both the Local and State Records Acts have similar definitions of what a record is:

"Public record" or "records" means all...[materials]...regardless of physical form or characteristics, made, produced, executed, or received by any agency [or officer] in the State in pursuance of State law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its successor as evidence of the organization, function, policies, decisions, procedures, operations, or other activities of the State or of the State [or local] Government, or because of the informational data contained therein..."

(Local Records Act, 50 ILCS 205/3) (State Records Act, 5 ILCS 160/2)

What is not a record:

"Library and museum material made or acquired and preserved solely for reference or exhibition purposes, **extra copies of documents preserved only for convenience of reference**, and stocks of publications, blank forms and of processed documents are not included within the definition of public record."

(Local Records Act, 50 ILCS 205/3) (State Records Act, 5 ILCS 160/2)

It is important to remember that *extra copies of documents preserved only for convenience of reference* are not records. The recommendation is that the agency's policy should explicitly state that **only copies** of existing records are posted to the social media site. These copies are not records managed under the Local or State Records Acts and are posted to the site for convenience of reference.

2. SOCIAL MEDIA PLATFORM SETUP

Social Media Platform Setup:

It is recommended that a social media platform should not be a means of two-way communication, or a public forum, between the governmental agency and the public. It also shouldn't be a place where new records are created and stored. Also, given the evolving nature of these platforms, specific functional recommendations are not possible.

Setting up a social media site for a governmental agency is different from setting up a social media site for a private individual. The principal difference is that for a private individual the social media platform can and usually is a two-way communication tool and not subject to legal constraints. A government agency must comply with many complex statutory requirements. An agency can simplify these compliance requirements by listing in its policy statement that the social media site is only used as a venue for posting copies of existing records that have been reviewed, approved, and retained and managed as a record under either the Local or State Records Acts outside of the platform.

For Facebook, the Profile Settings controls allow a user to enable posting, viewing, comments and communication functions (including "liking" and thumbs-up), for a given page. It is recommended that only viewing be enabled.

It is recommended that this approach be used to set up social media posting. The agency can also identify, or tag, the platform profile and page postings with the phrase NOT A PUBLIC FORUM.

Please see posting examples in the Policy and Procedures section.

Social Media Accounts Established by Agency Officials:

It is not recommended that agency officials set up social media accounts in lieu of, or in addition to the official agency social media account. If so, the additional account will fall within these guidelines. There should be only one official agency account.

A recent ruling by the U.S. Court of Appeals, 4th Circuit, addressed this issue concerning social media account setup by an individual agency official, and its blocking/removing posts to that account:

Fourth Circuit Court of Appeals ruling, January 9, 2019; USCA4 Appeal 17-2002, Doc: 91, Filed 01/09/2019.

“...[when a public official] used the Facebook page as a tool of governance, [and] swathed it “in the trappings of her office” [they are controlling the page as a government actor]....” pp. 13 and 14.

When this is the case, then a public record is created and is subject to either the State or Local Records Acts.

Agency officials who have personal social media accounts must make sure there are no references to their agency. This means using their official job title, the agency’s email, address and phone numbers in their social media profile.

3. POLICY AND PROCEDURES

It is recommended that the agency create and adopt a social media policy statement for posting on the platform profile and procedures for developing, posting and removing materials to and from the social media platform.

Posting/attachment Preparation:

It is recommended that the agency develop the posting or attachment in a word processing program, review and edit in that program, and then approve the material for posting to the social media platform; note the posting date and approval authority on the word processing document; and either print the document for retention or maintain as a digital record for its full life cycle (retention period).

Copy and paste the approved posting or attachment into the social media site.

Posting Period and Log:

It is recommended that the agency develop a consistent time period for leaving a posting on the platform. A recommendation is to leave a posting up for at least a minimum of 48 hours, but not longer than five days.

It is recommended that a posting log be created in a spread sheet application that records the initial posting date, content developer, approving authority, any attachments, record series identifier, and date of posting removal from the social media site. The posting log would be a record managed under the rules of the State Records Commission, the Downstate Local Records Commission or the Cook County Local Records Commission as appropriate.

Associated Email:

The agency should implement an email address specifically for use as a contact point posted on the social media platform. This allows for easier monitoring and retention of message content as a **record** under the record series category "Administrative Files, Correspondence and Email Not Associated with Another Record Series," with a retention of one year for local governmental agencies; and "General Correspondence," with a retention of three years for State governmental agencies. Retain the email under a specific record series when its subject applies to those records and use their retention periods.

Policy Example:

The following is an example for local governmental agency's policy statement. Any supporting procedures must use either the existing record series or adopt a new records series for their Application for Authority to Dispose of Local Records. An example is when a record is not found in an existing record series to meet this need (such as Press Releases or Program Schedules), and then a record series can be added to the Application/Records Retention Schedule. Please contact your Local Records Field Representative or the State Records Management Unit to have this record series added to the agency's Application for Authority to Dispose of Records/Records Retention Schedule.

The policy statement for a local governmental agency could read as follows and be posted on the profile or about page:

The Village of Zenith has established a social media site for use by the Village to distribute information to the community in a timely fashion. It is not a public forum.

All postings to the social media site are not public records under the Local Records Act [50 ILCS 205]. It is a copy of records managed under Item #6 – Social Media Postings and Posting Log, Application for Authority to Dispose of Local Records #19:000, and available at the village office for review or FOIA request. Any and all questions concerning a posting, or to respond to it, will use the village email address, villageofzenith@FYI.com.

Posting Example with Policy Statement:

Example of a social media page posting and disclaimer:

The Village of Zenith, Illinois – Public Posting

THIS SITE IS NOT A PUBLIC FORUM

**Village Board Open Meeting
Village Hall
Tuesday, July 16, 2019
7 p.m.**

See attached Meeting Agenda: [agenda719.pdf](#)

NOTICE: This posting is not a public record under the Local Records Act [50 ILCS 205]. It is a copy of records managed under Item #6 – Social Media Postings and Posting Log, Application for Authority to Dispose of Local Records #19:000, and available at the village office for review or FOIA request. For questions concerning this posting, or to respond to it, please email villageofzenith@FYI.com.

NOTE: The posting size and content will be dictated by the application used for the posting, which varies by platform. This example is more effective when used on a website.

Posting Links:

Posting a link, as in the above example, should be limited to documents that are internal to the agency and managed under the agency's records management program.

It is not recommended that links to sites outside the agency be posted. Since an agency cannot ensure the security or viability of external links, it is recommended that they not be used.

Comments:

When an agency elects to open a page to receive comments from the public, then the original posting, along with all comments associated with it, is a record. This record is managed under an existing record series such as "General Correspondence" or the creation of a new record series for social media postings.

When the time period of the posting ends that the agency sets in their policy, the entire post is copied into another application, such as a word processing program. The post is then saved in its entirety for the retention period required by the records series, and a Disposal Certificate for the records will be required before disposing of it.

NOTE: The comments are considered protected speech under the First Amendment of the United States Constitution and must be managed accordingly.

4. LOCAL RECORDS ACT/STATE RECORDS ACT RETENTION/ DISPOSAL REQUIREMENTS

When an agency posts copies of existing records to the social media platform for reference purposes, these postings are not considered records because they are copies of existing records. Non-records postings can be added and removed by the agency under its posting policy and any applicable statute.

However, if an agency chooses to place original records or communications on social media, these become subject to the agency's existing retention schedule. Examples of the existing record series that posted records or communications could fall under include "Administrative Files and General Correspondence," "Press Releases" or "Program Schedules." An approved Disposal Certificate for those records is necessary before deleting/destroying any of them.

Example of a Record Series for managing social media postings (add-on to existing Application) by a local governmental agency:

6. SOCIAL MEDIA POSTINGS AND POSTING LOG

Dates:	2019 –
Volume:	1 Cu. Ft. – 1 MB
Annual Accumulation:	5 Cu. Ft. – 5 MB
Arrangement:	Chronological

Recommendation: Retain for three years after posting to social media site.

Example of a Record Series for managing social media postings by a State governmental agency:

1. Social Media Information

Dates: 2019 –
Volume: 1 Cu. Ft. – 1 MB
Annual Accumulation: 5 Cu. Ft. – 5 MB
Arrangement: Chronological

This record series consists of official department information sent to the public via the agency's official accounts on social media vendor websites such as, but not limited to: Facebook, Messenger, Twitter and YouTube. Social media information does not include generic referrals to customer services or links to the agencies website and general information already provided on the media platform.

Retention: Retain for three calendar years after date of posting to a social media platform, then destroy in a secure manner or, delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

The three-year retention is based upon the statute of limitations for filing any damages that might have been suffered as a result of the posting.

There is *no* statutory requirement under either the Local or the State Records Acts to retain the social media platform in its entirety in the form of a screen-capture or through additional digital storage services as a record. ***The social media platform is a venue, or portal for displaying copies of records, but is not in and of itself a record.***

If you have any questions, contact either your Local Records Unit Field Representative or the State Records Management Unit for further action:

Contact Information:

Local Records Unit:

Phone: 217-782-1080

State Records Management Unit:

Phone: 217-782-2647

5. STAFF TRAINING

It is recommended that the agency set up initial employee training for using the social media platform policies and procedures, and designate agency staff who will be responsible for maintaining posting and log entries. Set up an approval process for postings and make sure that all employees are trained on this process.

It is recommended that the agency follow this up with annual social media policy training of all employees and new employee training when necessary. This is also an opportunity to conduct annual training for all employees in records management processes and review existing record series items and retentions with your Local Records Field Representative or a staff member of the State Records Management Unit.

It is recommended that the agency maintain a record of the training in employee training records along with a signed acknowledgement of the training received by the employee.

The agency must demonstrate that it is in compliance with its policies and procedures and ensure that all employees are fully trained in the area of compliance.

6. RELEVANT LEGAL CASES

1. *Davison v. Randall*, 912 F.3d 666 (4th Cir. 2019)
2. *Robinson v. Hunt County, Texas*, 921 F.3d 440 (5th Cir. 2019)
3. *Knight First Amendment Inst. at Columbia Univ. v. Trump*, No. 18-1691-cv (2nd Cir. 2019).

Also see:

<https://www.businessinsider.com/alexandria-ocasio-cortez-apologizes-blocking-critics-twitter-first-amendment-2019-11>

Last month, I mentioned that Francesca Perry brought a lot of positive energy to the Library while working on her LTA. This month, we brought Francesca on as a part time employee. She will be working partially in Patron Services and partially in CYS, focusing on social media and passive programming.

This month, in celebration of National Library Week, she made “Blind Date with a Book” displays in youth, teen and adult areas. Books were wrapped in paper and a short description was written on each book. Patrons were encouraged to take a chance on a book without knowing the title, author, or cover image. What a fun display!

Also, I have changed the format of my program statistics in this report. Attendees are broken down by age group. This is the way we have to report statistics for IPLAR.

Highlights

Programs with Members of the Community—I really want to thank many members of the community for providing programs at the Library this month! We had so much movement, music and information sharing this month.

We kicked off our outdoor Friday Storytimes with a performance by Riverside resident Molly Morrell. Molly performs as Miss Molly and Ukulele, and she had the adults and kids singing and dancing along to her songs.

Nissa Anderson, of Anderson Music Studio located in Riverside, provided a violin storytime on a Sunday for families to enjoy. Nissa read *Carnival of the Animals* while her co-teacher, Linsey, played excerpts from the beloved symphony, and helped bring the animals to life.

Stephanie Roldan, Riverside resident, of Back to Nature Fitness & Adventures located in Riverside, returned this month with an outdoor yoga storytime on a chilly Friday morning. The kids heard stories about seeds and practiced growing.

Natalie Wetzel, another Riverside resident, came to our New Parents Group to share information about La Leche League.

The Young Authors books were on display this month, bringing in many people to see the books written by talented and creative student authors at Ames, Blythe Park, Central and Hollywood Schools.

I can't thank our local partners enough!

School's Out Programming—Nikki planned and presented a build your own microgrid program this month with kits from Smart Grid for All, provided by the Center for Mathematics, Science and Technology at Illinois State University.

We also showed *Lyle, Lyle Crocodile* on District 96's half day of school.

Homeschool Program—I presented a book talk about some of our exciting new books to homeschool families this month. I also gave them information about our upcoming summer reading program.

New Parents Group—Mandi has started a New Parents group. The goal is for new parents to meet with other new parents and parents-to-be to socialize and support one another. One meeting a month will have a guest speaker. This has started out slow, but we are working to get the word out and hope it will grow in time.

Weeding—Nikki worked on weeding the Teen Room collection this month. She and I went through items in hopes of freshening up this much used section.

CHILDREN & YOUTH SERVICES – April 2023 – Nora Durbin

CHILDREN & YOUTH SERVICES STATISTICS – April 2023	
Reference questions asked	<u>223</u>
Informational questions asked	<u>292</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
4/1/2023	Saturday ST	10			12	
4/2/2023	Mini Movers 9:30	7			7	
4/2/2023	Mini Movers 10:15	8			7	
4/3/2023	Little hands	9			8	
4/5/2023	RB Transitions			4	3	
4/7/2023	Microgrid		5		2	
4/8-4/10	Take Home Craft					20
4/10/2023	Mini Movers 9:30	3			3	
4/10/2023	Mini Movers 10:15	2			2	
4/11/2023	Early Learners D96 Storytime 1	7			4	
4/11/2023	Early Learners D96 Storytime 2	28			7	
4/11/2023	Early Learners D96 Storytime 3	4			4	
4/11/2023	Early Learners D96 Storytime 4	13			5	
4/13/2023	Pokemon Meet Up		12		2	
4/14/2023	Ukulele Storytime	20			17	
4/16/2023	Violin Storytime	6			4	
4/17/2023	Mini Movers 9:30	5			4	
4/17/2023	Mini Movers 10:15	4			4	
4/18/2023	Little hands	4			4	
4/18/2023	STEAM Explorers		3		1	
4/19/2023	RB Transitions			7	3	
4/20/2023	New Parents Group				1	
4/21/2023	Friday ST	7			6	
4/22/2023	Family Playtime	7			6	
4/24/2023	Mini Movers 9:30	7			7	
4/24/2023	Mini Movers 10:15	5			5	
4/25/2023	Little hands	6			4	
4/25/2023	Homeschool Book Talk		6		3	
4/26/2023	RPC Storytime 1	10			2	
4/26/2023	RPC Storytime 2	10			2	
4/26/2023	RPC Visit to Library	12			2	
4/26/2023	RB Transitions			7	3	
4/28/2023	Yoga ST	6			6	
4/28/2023	School's Out Movie		4			
All month	Blue Board Question					20

CHILDREN & YOUTH SERVICES – April 2023 – Nora Durbin

After School	19 days	631 kids and teens
Phone Charger Checkout		118 teens
Board Game Usage		38 games
Nintendo Switch Usage		21 teens