

**LEGAL NOTICE:**

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

**Notice is hereby given that the Riverside Public Library Board of Trustees, Cook County, Illinois, will hold a Regular Meeting commencing at the hour of 7:30 pm on Tuesday, February 11, 2025 in the Foley Community Room of the Riverside Public Library, 1 Burling Rd., Riverside, IL 60546**

- I. Call to Order 7:30 pm**
- II. Roll Call**
- III. Welcome Guests**
- IV. Public Comment**
- V. Approve Minutes of January 14, 2024 – Action Item**
- VI. Review of January Bills—Action Item**
- VII. Review of January Financial Statements—Action Item**
- VIII. Committee Reports**
  - A. Finance – Jane Birmingham**
    - 1. Fund Transfer to Special Reserve Fund – **Action Item**
  - B. Building & Grounds – Ken Circo**
  - C. Policy & Bylaws – Dan Loucks**
    - 1. The SPOT policy updates – **Action Item**
    - 2. Confidentiality of Records / Patriot Act Policy updates – **Action Item**
  - D. Technology – Nancy DeFauw and Michael Hagins**
  - E. Communications and Marketing – Courtney Greve Hack**
  - F. Reading Between the Wines – Nancy DeFauw**
- IX. Staff Reports—January**
  - 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. Illinois Public Library Annual Report (IPLAR) 2025 – Action Item**
  - B. Masonry quote – East Elevation – Action Item**
- XIII. Announcements**
- XIV. Correspondence & FYIs**
- XV. Executive Session**

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





**Minutes of the Regular Board Meeting  
of the  
Riverside Public Library Board of Trustees  
January 14, 2025**

**Held Tuesday**, January 14, 2025 in the Foley Community Room of the Riverside Public Library, 1 Burling Road, Riverside, Illinois, called for 7:30 pm.

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

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

**Absent:** Courtney Greve Hack, Vice President

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

**Review of Minutes**

Michael Hagins moved, and Christine Long seconded, that the Board approve the minutes of the December 10, 2024 regular meeting.

Ayes: Birmingham, DeFauw, Hagins, Long, Loucks

Nays: None

Abstained: None

**The motion passed.**

**Review of Current Bills**

Nancy DeFauw moved, and Jane Birmingham seconded, that the Board approve the payment of payroll checks for department numbers 01 through 04, and accounts payable check numbers 24062 through 24094 in the total amount of \$84,659.99, which includes payroll through December 20, 2024.

**Roll Call Vote:**

Ayes: Birmingham, DeFauw, Hagins, Long, Loucks

Nays: None

Abstained: None

**The motion passed.**

Ashley provided the itemized list of our Amazon purchases as well as an itemized list of the credit card charges. After a discussion, the Board decided it wasn't necessary to provide this detailed list to every Board member prior to the Board meeting. The list will continue to be available at the Board meeting.

**Review of Financial Statements**

Jane Birmingham moved, and Dan Loucks seconded, that the Board approve the financial statements for December 31, 2024, subject to audit.

**Roll Call Vote:**

Ayes: Birmingham, DeFauw, Hagins, Long, Loucks

Nays: None

Abstained: None

**The motion passed.**

The Board discussed the 2024 Operating Budget excess. A motion regarding the excess will be brought to the February Board meeting.

## **Committee Reports**

### **Finance**

Treasurer Jane Birmingham thanked Director Foley for including the Fund Balance Policy in the Board materials. She suggested providing this in an information packet for the new Library Trustees.

### **Building and Grounds**

The exterior insulation repair is in progress. The exterior lighting issues were noted and will be discussed further as the weather improves.

President Circo suggested we consider getting more information on a few of our interior lighting issues. The lights on the main level are controlled by only 2 switches. This could be adding to our issues with the light bulbs. This led to a discussion of the light fixtures in the Great Room and the stacks. The lighting in the stacks is not adequate.

He also mentioned an incident with children sledding on the hill adjacent to the Library. Director Foley reminded everyone that this is not our property. Our property ends at the retaining wall.

Trustee Birmingham suggested we start a list of major building improvements and equipment replacements along with the contractor / vendor name and contact information.

### **Technology**

Trustee Hagins noted the upgrade of the LAN wireless controller and one of our wireless access points. He also mentioned the potential of purchasing a new server this year. Janice shared that our technology consultant doesn't think we need a new server quite yet.

Diane mentioned that we'll likely look into expanding the Library's social media presence as patrons continue to move away from Meta.

### **Reading Between the Wines**

Trustee DeFauw gave a brief update on RBTW planning. We sent out an email with the reminder on the ticket sales. The Board discussed sponsoring the Welcome pour. More info will be shared once we receive a quote from Peter. President Circo noticed we changed the titles of the sponsorship levels to literary genres. The Friends have sponsored the purchase of the glasses. Janice will follow-up next week by phone or email with potential sponsors.

### **Staff Reports**

The Board congratulated the staff on achieving over 100,000 in attendance for the first time since 2020.

## **Director's Report**

Our staff in-service will be Friday. We have invited Regina Townsend to share her perspectives on customer service with us. We will also watch, as required annually, a video on sexual harassment in the workplace, have lunch together, share our White Elephant gifts, and hold departmental meetings.

The Holiday Stroll went well. Janice has purchased a few things on clearance for next year's event. The Library shop did very well. We raised enough to cover the cost of our holiday staff party.

There was an incident last Friday with teens in the men's restroom involving marijuana. Chief Buckley came on Monday morning to obtain a report from Director Foley. Within a few hours, the teens were seen here again. The police were called. The teens are not allowed to enter the Library for one month.

## **Old Business**

### **Outdoor Sign**

Nancy DeFauw moved, and Christine Long seconded, the approval the Friends of the Riverside Library's offer to fund the purchase of a new outdoor Library sign, for an amount up to \$2,500 from Chicagold Sign Co., subject to the Library Board's approval of the design.

#### **Roll Call Vote:**

Ayes: Birmingham, DeFauw, Hagins, Long, Loucks

Nays: None

Abstained: None

**The motion passed.**

For the new sign, the Board suggested adding the Library's street address, website address, and "established 1930". They also suggested deleting the Library hours, as they change during the summer. We will need to get a sign permit from the Village, but won't need to bring this to the Preservation Commission.

## **New Business**

### **LIMRiCC Agreement**

Jane Birmingham moved, and Michael Hagins seconded, the approval of LIMRiCC Unemployment Insurance Coverage agreement.

#### **Roll Call Vote:**

Ayes: Birmingham, Circo, DeFauw, Hagins, Long, Loucks

Nays: None

Abstained: None

**The motion passed.**

## **Announcements**

The municipal elections are on April 1<sup>st</sup>. We will have three new Library Trustees. They will be sworn in before our May meeting.

**Adjournment**

Upon motion by Nancy DeFauw, seconded by Jane Birmingham, and passed unanimously, the meeting was adjourned at 8:25 pm.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**Riverside Public Library**

**CASH DISBURSEMENTS**

**JANUARY - 2025**

**ACCOUNTS PAYABLE DISBURSEMENTS**



**TOTAL FOR JANUARY 2025 ACCOUNTS PAYABLE  
AND JANUARY 2025 PAYMROLL = \$138,096.76**

**Excluding check #24136**

The Riverside Public Library  
 Check/Voucher Register - A/P Checks  
 From 1/1/2025 Through 1/31/2025

Check Numbr	Check Date	Payee	Check Amount	Transaction Description
24095	1/9/2025	Bullseye Cleaning Service, Inc.	1,575.50	Snow Removal - 6 days
24096	1/9/2025	Chinese Intercultural, LLC	360.00	Intro to Chinese Art of Papercutting Program
24097	1/9/2025	Klein, Thorpe & Jenkins, Ltd.	987.00	Various Legal Services
24098	1/9/2025	Minuteman Press of Lyons	3,126.56	Winter Newsletter
24099	1/9/2025	NCPERS Group Life Ins	32.00	Term Life - Forsyth & Silva
24100	1/9/2025	NICOR Gas	575.36	Gas Bill
24101	1/9/2025	North Suburban Employee Benefit Coc	270.00	PPO Dental - December 2024
24102	1/9/2025	North Suburban Employee Benefit Coc	3,681.00	PPO Medical - December 2024
24103	1/9/2025	Springshare LLC	917.00	Annual License
24104	1/15/2025	Delta Dental of Illinois - Risk	47.87	HMO Dental January 2025
24105	1/15/2025	Delta Dental of Illinois- Vision	45.71	Vision - January 2025
24106	1/15/2025	Regina Townsend	300.00	Speaker - Empathy for Excellence
24107	1/17/2025	Blue Cross Blue Shield of Illinois	4,880.81	HMO Medical December
24108	1/21/2025	Illinois Library Association	225.00	Annual Membership
24109	1/21/2025	Libraries of Illinois Risk Agency	21,378.03	Property/Casualty Insurance
24110	1/21/2025	Business Card	1,307.53	Credit Card Purchases
24111	1/21/2025	Village of Riverside	60.00	Alarm Permit 2025
24112	1/21/2025	Sawmilly Sandwich Shoppe	265.80	Staff Lunch for Staff Inservice
24113	1/27/2025	Village of Riverside	85.00	RBTW Permit and Liquor License
24114	1/27/2025	Village of Riverside	8,684.93	January 2025 IMRF
24115	1/28/2025	Blue Cross Blue Shield of Illinois	5,329.83	HMO Medical - February 2025
24116	1/28/2025	Delta Dental of Illinois - Risk	47.87	HMO Dental - Feb 2025
24117	1/28/2025	Delta Dental of Illinois- Vision	45.71	Vision - Feb 2025
24118	1/28/2025	KC Cleaning, Inc.	2,000.00	Janitorial Services
24119	1/28/2025	Michael Lewis	150.00	Photographic Travel Program
24120	1/28/2025	LIMRiCC-UCGA	73.25	4th Quarter 2024 UC Expense
24121	1/28/2025	Madison National Life	32.19	Group Life Insurance - February 2025
24122	1/28/2025	Jane Wilhelm	90.00	Accounting Services
1573	1/31/2025	Administration	12,348.59	Group: 01; Pay Date: 1/31/2025
1574	1/31/2025	Information Services	18,798.56	Group: 02; Pay Date: 1/31/2025
1575	1/31/2025	Children & Youth Services	12,551.56	Group: 03; Pay Date: 1/31/2025
1576	1/31/2025	Patron Services	20,963.18	Group: 04; Pay Date: 1/31/2025
			121,235.84	
	1/3/2025	EFTPS - Employer Portion	2,104.94	
	1/17/2025	EFTPS - Employer Portion	2,146.39	
	1/31/2025	EFTPS - Employer Portion	2,260.08	
ACH00049	1/31/2025	Leaf	789.70	Copier Rental
ACH00050	1/31/2025	Comcast Cable	479.83	Phone Bill
ACH00051	1/31/2025	Comcast Cable	<u>238.79</u>	High Speed Internet
Report Total			<u>129,255.57</u>	



The Riverside Public Library  
 Check/Voucher Register - A/P Checks  
 From 2/11/2025 Through 2/11/2025

Check Number	Check Date	Payee	Check Amount	Transaction Description
24132	2/11/2025	Amazon Capital Sevices	839.72	Amazon Purchases
24133	2/11/2025	Cintas Corporation LOC. 769	863.61	mats/cleaning supplies
24134	2/11/2025	Fox Valley Fire and Safety	380.00	Annual Sprinkler Inspection
24135	2/11/2025	GT Mechanical Projects & Design, Inc.	622.00	Quarterly Maintenance - 3 of 4
24137	2/11/2025	Ingram Library Services	2,367.47	Various Titles
24138	2/11/2025	Midwest Tape	854.48	Digital Subscriptions
24139	2/11/2025	NICOR Gas	2,201.79	Gas Bill
24140	2/11/2025	Village of Riverside	405.72	Water Bill - October - December
24141	2/11/2025	Ingram Library Services	306.40	Various Titles
Report Total			8,841.19	

**Riverside Public Library**

**FINANCIAL REPORTS**

**For 1 Month Ending**

**January 31, 2025**

**UNAUDITED**



**Riverside Public Library  
Cash Balances  
As of 1/31/2025**

	<b>Balance, <u>1/31/2025</u></b>
<b>Consolidated Operating Funds:</b>	
First American- Checking	70,243.17
First American- Payroll	<u>268.21</u>
Total First American accounts	70,511.38
<b>Illinois Funds</b>	
Tax/Reserve Fund	904,004.92
Capital Improvements Fund	48,850.45
Special Reserve Fund	28,694.88
Working Cash Fund	275,057.71
Library Bond Fund	<u>49,670.96</u>
Total Illinois Funds	1,306,278.92
Total Operating Funds Cash Balances	1,376,790.30
<b>Gift &amp; Endowment Funds:</b>	
Library Gift Fund	133,436.44
Batko Endowment Fund	6,625.81
Lower Level Renovation Fund	57,085.38
General Endowment Fund	11,116.64
Darwin Fund	<u>18,120.61</u>
Total Gift & Endowment Funds	226,384.88
<b>Total Funds</b>	<b><u>1,603,175.18</u></b>

**The Riverside Public Library**  
**Balance Sheet- Operating Funds - Consolidated Report- Operating Funds**  
**Operating Fund**  
**As of 1/31/2025**

	<b>Current Period Balance</b>
<b>Assets</b>	
Illinois Fund-Operating Fund	904,004.92
Ill Fund Prime-Special Reserve Fund	(0.01)
1st American-Checking Account	55,171.90
1st American-Payroll Account	268.20
Riverside Bank savings account	0.01
Illinois Fund- Library Bond Fund	(42,292.80)
Property Tax Receivable	18,466.48
Due from Other Funds	671.11
Due from other groups	547.53
Due from Friends of the Library	419.88
Staff Receivables	(85.96)
Fixed Assets	2,100,381.00
<b>Total Assets</b>	<b>3,037,552.26</b>
<b>Liabilities</b>	
Federal W/H & FICA Payable	(60.37)
State W/H Payable	(0.20)
State Unemployment Payable	1,229.57
IMRF Payable	(199.70)
Deferred Property Taxes	18,466.03
Accrued Payroll	18,548.84
Health Insurance Payable	(2,119.71)
Term Life Insurance Payable	(166.84)
Due to Other Funds	702.91
Due to Library Gift Fund	5,314.97
Due to Friends of the Library	114.00
Due to Olmsted Society	20.00
Due to Historical Society	240.00
Due to Preservation Commission	3.00
Investment in Fixed Assets	2,100,381.00
<b>Total Liabilities</b>	<b>2,142,473.50</b>
<b>Fund Balances</b>	
<b>Beginning Fund Balances</b>	
Assigned for Operations	1,029,463.33
Restricted for Audit	3,502.75
Restricted for IMRF	(1,064.14)
Restricted for FICA	(737.07)
Restricted for Unemployment	256.63
<b>Total Beginning Fund Balances</b>	1,031,421.50
Excess Revenues/(Expenditures)	(136,342.74)
<b>Total Fund Balances</b>	<b>895,078.76</b>
<b>Total Liabilities &amp; Fund Balances</b>	<b>3,037,552.26</b>

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Operating Fund-Rev/Exp vs. Budget-BRE  
From 1/1/2025 Through 1/31/2025

	Current Period Actual	Current Year Actual-1 mos.ending 1/31/2025	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Revenues</b>					
Property Taxes					
2023 Property Tax revenue	4,700.97	4,700.97	1,438,045.00	(1,433,344.03)	(99.67)%
Total Property Taxes	4,700.97	4,700.97	1,438,045.00	(1,433,344.03)	(99.67)%
Inter Government Funds	584.62	584.62	25,000.00	(24,415.38)	(97.66)%
Interest	3,741.77	3,741.77	9,000.00	(5,258.23)	(58.42)%
Fees for Services	1,175.25	1,175.25	6,830.00	(5,654.75)	(82.79)%
Misc Revenue	48.30	48.30	200.00	(151.70)	(75.85)%
Total Revenues	<u>10,250.91</u>	<u>10,250.91</u>	<u>1,479,075.00</u>	<u>(1,468,824.09)</u>	<u>(99.31)%</u>
<b>Total Revenue</b>	<u>10,250.91</u>	<u>10,250.91</u>	<u>1,479,075.00</u>	<u>(1,468,824.09)</u>	<u>(99.31)%</u>
<b>Expenditures</b>					
Personnel Services	110,068.08	110,068.08	985,500.00	875,431.92	88.83%
Supplies	1,735.17	1,735.17	18,500.00	16,764.83	90.62%
Contractual Services	5,747.81	5,747.81	113,000.00	107,252.19	94.91%
Information Services	2,069.93	2,069.93	37,000.00	34,930.07	94.41%
Electronic Resources	1,147.34	1,147.34	67,600.00	66,452.66	98.30%
Children/Youth Services	426.05	426.05	12,650.00	12,223.95	96.63%
Marketing/Public Relations	3,987.51	3,987.51	25,500.00	21,512.49	84.36%
Administration	20,449.68	20,449.68	196,100.00	175,650.32	89.57%
Technology	947.09	947.09	22,500.00	21,552.91	95.79%
Total Expenditures	<u>146,578.66</u>	<u>146,578.66</u>	<u>1,478,350.00</u>	<u>1,331,771.34</u>	<u>90.08%</u>
<b>Total Expenditures</b>	<u>146,578.66</u>	<u>146,578.66</u>	<u>1,478,350.00</u>	<u>1,331,771.34</u>	<u>90.08%</u>
<b>Excess Revenues(Expenditures)</b>	<u>(136,327.75)</u>	<u>(136,327.75)</u>	<u>725.00</u>	<u>(137,052.75)</u>	

**The Riverside Public Library**  
Statement of Revenues and Expenditures - Budget Report of Revenues-BRE  
From 1/1/2025 Through 1/31/2025

	Current Period Actual	Current Year Actual 1 mos.ending 1/31/2025	Annual Operating Budget	Variance - Over/(Under) Annual Budget	Percent of Total Remaining to be Collected
<b>Property Taxes</b>					
2023 Property Tax revenue	4,700.97	4,700.97	0.00	4,700.97	0.00%
2024 Property Tax Revenue	0.00	0.00	1,369,986.00	(1,369,986.00)	(100.00)%
Lower Level Bond revenue	0.00	0.00	123,000.00	(123,000.00)	(100.00)%
<b>Total Property Taxes</b>	<u>4,700.97</u>	<u>4,700.97</u>	<u>1,492,986.00</u>	<u>(1,488,285.03)</u>	<u>(99.69)%</u>
<b>Inter Government Funds</b>					
Per capita state grants	0.00	0.00	13,000.00	(13,000.00)	(100.00)%
Corporate Replacement Taxes	584.62	584.62	14,000.00	(13,415.38)	(95.82)%
<b>Total Inter Government Funds</b>	<u>584.62</u>	<u>584.62</u>	<u>27,000.00</u>	<u>(26,415.38)</u>	<u>(97.83)%</u>
<b>Interest on Operating Funds</b>					
Interest-Illinois Funds	3,741.77	3,741.77	11,000.00	(7,258.23)	(65.98)%
<b>Total Interest on Operating Funds</b>	<u>3,741.77</u>	<u>3,741.77</u>	<u>11,000.00</u>	<u>(7,258.23)</u>	<u>(65.98)%</u>
<b>Fees for Services</b>					
Fines	312.05	312.05	700.00	(387.95)	(55.42)%
SPOT revenue/'internet fees'	0.00	0.00	200.00	(200.00)	(100.00)%
Printing Fees	270.70	270.70	1,500.00	(1,229.30)	(81.95)%
Book & Video Sales	489.50	489.50	3,600.00	(3,110.50)	(86.40)%
Adult Replacement Fees	73.00	73.00	100.00	(27.00)	(27.00)%
CYS Replacement Fees	20.00	20.00	100.00	(80.00)	(80.00)%
ILL Fees	5.00	5.00	50.00	(45.00)	(90.00)%
Lost Book Credit	0.00	0.00	100.00	(100.00)	(100.00)%
The SPOT revenue	5.00	5.00	0.00	5.00	0.00%
Meeting Room Charges	0.00	0.00	200.00	(200.00)	(100.00)%
<b>Total Fees for Services</b>	<u>1,175.25</u>	<u>1,175.25</u>	<u>6,550.00</u>	<u>(5,374.75)</u>	<u>(82.06)%</u>
<b>Miscellaneous Revenue</b>					
Miscellaneous Revenue	46.25	46.25	200.00	(153.75)	(76.88)%
Donations	2.05	2.05	0.00	2.05	0.00%
<b>Total Miscellaneous Revenue</b>	<u>48.30</u>	<u>48.30</u>	<u>200.00</u>	<u>(151.70)</u>	<u>(75.85)%</u>
<b>Total Revenues</b>	<u>10,250.91</u>	<u>10,250.91</u>	<u>1,537,736.00</u>	<u>(1,527,485.09)</u>	<u>(99.33)%</u>

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE  
From 1/1/2025 Through 1/31/2025

	Current Period Actual	Current Year Actual- 1 mos. ending 1/31/2025	Total Budget	Total Budget Variance	Percent Total Budget Remaining
<b>Personnel Services</b>					
Staff Salaries	89,369.24	89,369.24	815,000.00	725,630.76	89.03%
Health & Life Insurance	8,644.59	8,644.59	64,000.00	55,355.41	86.49%
Employer's Portion - IMRF	5,308.17	5,308.17	45,000.00	39,691.83	88.20%
Employer's Portion - FICA	6,513.71	6,513.71	60,000.00	53,486.29	89.14%
Unemployment Comp Expense	232.37	232.37	1,500.00	1,267.63	84.51%
<b>Total Personnel Services</b>	<b>110,068.08</b>	<b>110,068.08</b>	<b>985,500.00</b>	<b>875,431.92</b>	<b>88.83%</b>
<b>Supplies</b>					
Office Supplies	353.15	353.15	3,000.00	2,646.85	88.23%
Library Supplies	127.19	127.19	3,500.00	3,372.81	96.37%
Building Maintenance Supplies	1,058.65	1,058.65	10,000.00	8,941.35	89.41%
Ink Cartridges	196.18	196.18	2,000.00	1,803.82	90.19%
<b>Total Supplies</b>	<b>1,735.17</b>	<b>1,735.17</b>	<b>18,500.00</b>	<b>16,764.83</b>	<b>90.62%</b>
<b>Contractual Services</b>					
Janitorial	2,000.00	2,000.00	30,000.00	28,000.00	93.33%
Water	0.00	0.00	4,000.00	4,000.00	100.00%
Gas	575.36	575.36	17,000.00	16,424.64	96.62%
Building Maintenance	2,156.75	2,156.75	30,000.00	27,843.25	92.81%
Small Equipment Maintenance	0.00	0.00	1,000.00	1,000.00	100.00%
Equipment Maintenance	226.00	226.00	12,000.00	11,774.00	98.12%
Furnishings & Equipment	0.00	0.00	8,000.00	8,000.00	100.00%
Copier Rental & Maintenance	789.70	789.70	11,000.00	10,210.30	92.82%
<b>Total Contractual Services</b>	<b>5,747.81</b>	<b>5,747.81</b>	<b>113,000.00</b>	<b>107,252.19</b>	<b>94.91%</b>
<b>Electronic Resources</b>					
On-line Data Bases	855.57	855.57	30,000.00	29,144.43	97.15%
SWAN Computer	0.00	0.00	30,000.00	30,000.00	100.00%
Internet Expense	238.79	238.79	3,100.00	2,861.21	92.30%
Patron Subscription services	52.98	52.98	4,500.00	4,447.02	98.82%
<b>Total Electronic Resources</b>	<b>1,147.34</b>	<b>1,147.34</b>	<b>67,600.00</b>	<b>66,452.66</b>	<b>98.30%</b>
<b>Information Services</b>					
Books	1,262.00	1,262.00	20,500.00	19,238.00	93.84%
Standing Order Books	115.81	115.81	4,000.00	3,884.19	97.10%
Periodicals	519.00	519.00	7,000.00	6,481.00	92.59%
Videos	173.12	173.12	4,000.00	3,826.88	95.67%
Audio Books	0.00	0.00	500.00	500.00	100.00%
Library of Things expenses	0.00	0.00	500.00	500.00	100.00%
The SPOT expenses	0.00	0.00	500.00	500.00	100.00%
<b>Total Information Services</b>	<b>2,069.93</b>	<b>2,069.93</b>	<b>37,000.00</b>	<b>34,930.07</b>	<b>94.41%</b>
<b>Children/Youth Services</b>					
CYS Juvenile Books	140.86	140.86	5,000.00	4,859.14	97.18%
CYS Periodicals	0.00	0.00	250.00	250.00	100.00%
CYS Reference Books	0.00	0.00	500.00	500.00	100.00%
CYS Video Games	0.00	0.00	300.00	300.00	100.00%
CYS Young Adult	0.00	0.00	2,000.00	2,000.00	100.00%
CYS Easy Books	285.19	285.19	3,000.00	2,714.81	90.49%
CYS Audio Books	0.00	0.00	200.00	200.00	100.00%
CYS Compact Discs	0.00	0.00	100.00	100.00	100.00%
CYS DVD	0.00	0.00	700.00	700.00	100.00%
CYS Toys & Puzzles	0.00	0.00	100.00	100.00	100.00%
CYS Storytime Resources	0.00	0.00	100.00	100.00	100.00%
CYS STEAM	0.00	0.00	400.00	400.00	100.00%

**The Riverside Public Library**  
Statement of Revenues and Expenditures for budgeting - Budget Report-Expenditure-BRE  
From 1/1/2025 Through 1/31/2025

	Current Period Actual	Current Year Actual- 1 mos.ending 1/31/2025	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Total Children/Youth Services	426.05	426.05	12,650.00	12,223.95	96.63%
Marketing/Public Relations					
CYS Programming	162.31	162.31	1,500.00	1,337.69	89.18%
Adult Programming	526.98	526.98	6,000.00	5,473.02	91.22%
Library Programs	100.00	100.00	1,000.00	900.00	90.00%
Advertising Expenses	71.66	71.66	1,000.00	928.34	92.83%
Newsletter Expense	3,126.56	3,126.56	16,000.00	12,873.44	80.46%
Total Marketing/Public Relations	3,987.51	3,987.51	25,500.00	21,512.49	84.36%
Administration					
Shipping Charges	32.74	32.74	600.00	567.26	94.54%
Legal Services	987.00	987.00	5,000.00	4,013.00	80.26%
Credit Bureau	(6,977.72)	(6,977.72)	600.00	7,577.72	1,262.95%
Telephone	479.83	479.83	7,000.00	6,520.17	93.15%
Postage	45.42	45.42	700.00	654.58	93.51%
Treasurer's Bond	0.00	0.00	500.00	500.00	100.00%
Liability Insurance	24,282.03	24,282.03	29,000.00	4,717.97	16.27%
Audit Fees	0.00	0.00	4,200.00	4,200.00	100.00%
Travel	0.00	0.00	200.00	200.00	100.00%
Seminars,Conferences,Meetings	0.00	0.00	500.00	500.00	100.00%
Membership Dues	225.00	225.00	750.00	525.00	70.00%
Accounting Expenses	183.24	183.24	3,000.00	2,816.76	93.89%
Staff Development	630.77	630.77	4,000.00	3,369.23	84.23%
Bond repayment	0.00	0.00	119,900.00	119,900.00	100.00%
Credit Card/Bank Fees	471.37	471.37	900.00	428.63	47.63%
Miscellaneous Expense	90.00	90.00	8,000.00	7,910.00	98.88%
Board Expense	0.00	0.00	1,250.00	1,250.00	100.00%
Capital Expense	0.00	0.00	10,000.00	10,000.00	100.00%
Total Administration	20,449.68	20,449.68	196,100.00	175,650.32	89.57%
Technology					
Technology Supplies	20.10	20.10	1,000.00	979.90	97.99%
Computer Consultant	0.00	0.00	2,000.00	2,000.00	100.00%
Network Maintenance	0.00	0.00	2,000.00	2,000.00	100.00%
Computer Hardware & Equipment	0.00	0.00	6,000.00	6,000.00	100.00%
E-Library Subscription Svs	926.99	926.99	9,500.00	8,573.01	90.24%
Computer Software	0.00	0.00	2,000.00	2,000.00	100.00%
Total Technology	947.09	947.09	22,500.00	21,552.91	95.79%
Total Operating Expense	145,431.32	145,431.32	1,410,750.00	1,265,318.68	89.69%
Total Budgeted Expenses	146,578.66	146,578.66	1,478,350.00	1,331,771.34	90.08%





# Library Board Memorandum

**To:** Board of Trustees  
**From:** Janice Foley, Library Director  
**Date:** 1/27/2025  
**Re:** 2024 Fund Transfer

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As part of the year end process, the Board needs to approve the transfer of \$25,000 from the Operating Fund to the Special Reserve Fund.



# Library Board Memorandum

To: Library Trustees

From: Diane Silva, Assistant Director

Date: 1/29/2024

Re: The Spot Updates and Related Policy Adjustments

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## Lifting of Riverside Card Holder Restrictions

As part of our ongoing evaluation of The Spot, we have identified two key factors prompting an adjustment to our residency policy:

1. **Frequent Request from Nearby Communities** – We have received numerous inquiries from non-residents interested in utilizing The Spot’s resources. Turning away nearby communities members has often resulted in disappointment and frustration.
2. **Lower-than-Expected Usage** – While The Spot has been well received, participation has not reached anticipated levels.

To address these factors and maximize The Spot’s impact, we plan to phase out residency restrictions. Moving forward, access will be available to any user with a library card in good standing within the SWAN consortium, aligning more closely with the inclusivity reflected in our Mission and Values.

Jordan is currently developing outreach strategies and refining programming to raise awareness and drive participation.

Attached, please find an updated policy document restating the residency requirements. If approved by the Board, all references to residency requirements in procedures, forms, and website details will be updated accordingly.

## Phasing out 3D Printing Offerings

In late 2024, we began the process of evaluating the success and sustainability of maintaining our 3D printing offerings. Our evaluation identified the following challenges:

- **Low Demand & Revenue** – We process only about three prints per month, generating less than \$15 in monthly income.

- **High Time & Labor Costs** – A five-hour print requires significant staff oversight, often taking at least twice as long to complete.
- **Frequent Failures** – Print files provided by users are often unusable and without print setting guidelines. The current failure rate is approximately 1 in 3 prints, leading to wasted time and materials and frustrated patrons.
- **Lack of Effective Training Resources** – Comprehensive training options are limited, costly, and time-intensive, making it difficult to ensure consistent, high-quality results. While Jordan has done an excellent job teaching himself the technology on the fly, effectively supporting and maintaining it would require advanced training.
- **Rapidly Changing Technology** – The field evolves quickly, requiring frequent updates and investments to stay current. Transitioning to a more user-friendly machine would require additional funding, which we are not prepared to allocate.

In addition to evaluating cost-effectiveness, a recent request to print illegal materials underscored the potential dangers and ethical concerns associated with offering open 3D printing access and reinforced the need to reevaluate this service.

Given all these factors, we believe discontinuing general 3D printing is the most responsible course of action, both in terms of financial stewardship and in minimizing risk.

To maintain 3D printing capabilities for programming, we will retain the ToyBox Alpha and Comet printers. Using pre-programmed designs, these machines eliminate variability and reduce staff oversight. We are also researching alternative technologies that may better align with community needs, including a sublimation printer, large-scale poster printer, and embroidery design software.

## The Spot: A Place to Create Collection Policy



**Purpose:** The Library provides a collection of maker equipment, ~~found in,~~ The Spot, to support its mission to provide a broad range of informational, educational, and recreational resources to serve the diverse needs of the community. The Spot is open to anyone with a SWAN member library ~~Riverside Public Library~~ card that is in good standing. Patrons wishing to use the SPOT collection must read this policy and sign the attached waiver before doing so. Riverside Public Library reserves the right to deny access if a patron violates any of the policy, or misuses the space as determined by library staff. The “collection” refers to all equipment, materials, software, and hardware.

**Agreement:** Upon signing The Spot waiver, use of equipment is at the sole risk of the patron. Patrons are responsible for reading and abiding by all manufacturer’s recommendations, warnings, and instructions for use. The Library is NOT responsible for any injuries caused by improper use of equipment. At the end of using the equipment, patrons must return all library-owned items in their original state, along with all necessary parts, manuals, and packaging. Equipment left inoperable, unclean, missing parts, or damaged will be assessed fees deemed reasonable by the library. The signed waiver will remain on file for the current calendar year, renewed yearly.

### General Use

- Patrons must have a SWAN member library ~~Riverside Public Library~~ card in good standing
- All patrons 13 years of age and older may use the collection. Patrons 12 years of age and younger may still use the collection as long as they are supervised by a parent/guardian who is over the age of 18
  - Parents/Guardians must sign the waiver for their child if under the age of 18
- The Library’s collection is to be used for lawful purposes only. The public is barred from using the equipment to create material that is:
  - Prohibited by state, federal, or local law
  - Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others (such user may violate the terms of this agreement of manufacturers.)
  - Obscene or otherwise inappropriate for a library environment
  - In violation of another’s intellectual property rights. The equipment in the collection cannot be used to reproduce materials that are subject to copyright, patent, or trademarked protection.
- The copyright law of the United States (Title 17, U.S. Code) governs the making of copies or reproductions of copyrighted material. The patron is liable for any infringement. By submitting content or objects, the member agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to patented, trademarked, or copyrighted materials.
- Patrons using the collection MUST adhere to Riverside Public Library policies and procedures.

### Reservations & Equipment Usage (Excluding Toybox 3D Printer)

- A reservation is required in order to use the collection and or software.

- 24 hours advanced notice is required to make an appointment.
- Appointments are 2 hours in length.
  - Projects taking longer than 2 hours are subject to approval from the Library.
- Patrons are encouraged to bring in their own materials. The Library does have a limited amount of materials for sale. Fees are only due if purchasing materials from the library.
  - If bringing in your own materials, they must first be approved by a staff member prior to use.
- The person who requested the appointment must remain with the equipment at all times and may never leave an item unattended.
- When reserving collection equipment, scheduled library programs have priority, followed by already existing reservations.
- Patrons are responsible for having access to design software for the machine they wish to use.
  - The library will have computers available to use in order to access patrons software accounts, but will NOT have a patron-use account.
- Patrons will not modify any of the hardware or software, or install/remove programs onto Library computers.
- Library staff will make sure that the equipment is set up for a patron's use prior to the scheduled appointment time. Staff are NOT able to provide extensive assistance on projects. They may be able to troubleshoot and provide tips. Links to assist in the proper use of tools are available on the library's website.
- Some equipment requires a staff member to be present while in use.
- No food or drinks are allowed near the machines at any time.
- If any equipment breaks, or any accident occurs, a Library staff member must be notified immediately.

### Toybox 3D Printer Usage

The SPOT 3D Print Request form must be filled out by any person wishing to have a print made. The library will only accept prints that come directly from the Toybox database. No user submitted prints will be processed.

Only Riverside staff may operate the 3D printers.

Allow 1-2 weeks for printing. Some jobs may take longer depending on the number of prints in the queue.

Patrons will be notified when their print is complete.

Payment is due upon completion. The cost for printing is \$1.00 per hour with a minimum cost of \$1.00.

Failure to pay for an item may result in loss of access to The SPOT.

If you wish to be in the room while the print is processing, please indicate that on the request form.

If you wish to have the print done in multiple colors, please submit a print request for each section, and the color for each section.

The maximum print size for the Toybox machine is 180mm x 180mm x 120mm or 7.09" x 7.09" x 4.72".



Prints must use the filament provided by the Library. Choice of color is dependent on availability.

The Library is not responsible for failed prints.

When submitting a print request, the patron agrees to assume all responsibility, and hold the Library faultless in matters related to patented, trademarked, or copyrighted material.

### 3D Printing Usage

- ~~The Spot 3D Print Request form must be filled out by any person wishing to have a print made.~~
  - ~~.STL, 3mf, STEP, and OBJ files are accepted.~~
- ~~ONLY Riverside Public Library staff are allowed to operate the Prusa 3D printer.~~
  - ~~Patrons may request to sit and see the printing process in the request form.~~
- ~~Allow 1-2 weeks for printing. Some print jobs may take longer depending on the amount of current orders, library closings, etc.~~
- ~~Patrons will be notified via phone/email when their order is ready for pickup.~~
- ~~Payment is due upon pickup of the item at a cost of \$0.10 per gram for the total weight of the item. Payment is due regardless of the design success.~~
- ~~Failure to pay for items may result in the loss of access to The Spot.~~
- ~~If you wish to view the printing process, you may be in the room for up to one hour.~~
- ~~The Library reserves the right to review files before production to ensure they comply with policy.~~
- ~~If you would like an object printed in multiple colors, each section needs to be submitted individually with the color selection for that piece.~~
- ~~The maximum size for print projects is 25x21x21 cm (9.84" x 8.3" x 8.3".)~~
- ~~Prints must use the filament provided by the library. Choice of color is dependent upon availability.~~
- ~~The Library is NOT responsible for failed prints.~~
- ~~When submitting content or items, the patron agrees to assume all responsibility, and hold the library faultless, in all matters related to patented, trademarked, or copyrighted material.~~

### 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 previously mentioned equipment. 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 appointment. I further agree to assume all responsibility for the conduct and safety of any 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 using The Spot.

I have read, and understand the attached policy for The Spot at the Riverside Public Library and the waiver, and I will personally guarantee and be responsible for compliance with these rules and procedures.

Name (Print) \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Library Card Number \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_



# CONFIDENTIALITY OF RECORDS/PATRIOT ACT POLICY

February 2025 January 2021

## 1. Confidentiality of Records – Illinois Library Records Confidentiality Act

Circulation and registration records are confidential as stated in Illinois law (75 ILCS 70/1-2). No such records shall be made available to the public or to any agency of federal, state, or local government except pursuant to a court issued warrant order. The exception is when a law enforcement officer(s) has probable cause to believe there is imminent danger of physical harm (PA:95-0040). In this case, the officer(s) may request information regarding identification of a subject, witness or victim of a crime without a court order but the information may not include records reflecting materials borrowed, resources reviewed, or services used at the Library. In this case the Library will request that the officer sign a statement acknowledging receipt of the information. (Request for Confidential Library Information)

The *Library Records Confidentiality Act* does not prohibit disclosure to law enforcement officer(s) of information about a patron based on personal knowledge (such as a person's name), or information based on a personal observation of a person on Library property (such as staff observing the person using library computers). No information relative to the purpose of the person's use of the library will be given without a court order.

## 2. Patron Access to Records

A library card barcode number or proper identification (photo, confirmation of address) must be provided by a patron before any information about their record can be provided. Information is available by telephone only if a library card barcode number is provided. Patrons may view their own records online through the Internet.

## 3. Employees Responsibility

The relationship between Library staff and patrons is confidential, including information about patron use of library materials or services, such as reference assistance and computer use. Parents or legal guardians of children under 18 may be provided with information about current materials, overdue materials and outstanding charges on their child's card. No Library staff member who is not authorized, will disclose the receipt of a court order or a subpoena, or any information about the records sought to anyone, including the patron whose records are the subject of the search, except the Library Director and/or the Library Attorney. The Library staff member receiving any request to examine or obtain information relating to individual records will immediately refer the person making the request to the Library Director.

## 4. Library Director's Responsibility

The Library Director will handle all requests to search Library records pursuant to a court order. If the Library Director is not in the Library, she will be contacted immediately. In



the absence of the Library Director, the Assistant Director or designated staff member in charge of the Library that day will handle the request.

The following actions will take place if a request is received:

- A. Notify the President of the Library Board.
- B. Contact the Riverside Police Department if the law enforcement officer(s) presenting themselves at the Library are from any other jurisdiction.
- C. Request identification from the law enforcement officer(s) promptly upon their arrival at the Library.
- D. If the law enforcement officer(s) do not have a court order for the information that is being requested, the Library Director/staff member in charge will explain that the Library is forbidden by law to give access to confidential records without a court order. If the officer(s) are insistent, point out that their case may be jeopardized if the information is obtained improperly.
- E. If the law enforcement officer(s) represent to the Library that:
  1. There is imminent danger of physical harm.
  2. That it is impractical to get a court order as a result of an emergency.
  3. That the information requested does not include records reflecting materials borrowed, resources reviewed, or services used at the Library, then the Library Director/staff member in charge will cooperate with the officer(s) during the search under the provisions of PA 95-0040.
- F. If a court order is received, the Library Director/staff member in charge will review the court order to determine whether it is a subpoena or a search warrant.
  1. In the case of a subpoena, tell the officer(s) that it will need to be reviewed by the Library Attorney [**Michael Marrs, 312-984-6419**] before a response can be given.
  2. In the case of a search warrant, ask the law enforcement officer(s) to wait until the Library Attorney is present before beginning the search.
  3. If the officer(s) refuse to wait, they will be asked to let the Library contact their attorney for guidance on complying with the order. Law enforcement officer(s) are not required to wait until the attorney is present.
- G. The Library Attorney should be called immediately.
- H. If the Library Attorney is not present during the search, the Library Director/designated staff member in charge will appoint another staff member to accompany them during the search.

- I. When cooperating with law enforcement officials during the search, the Library Director/designated staff member will help locate the records evidence specifically identified in the court order and ensure that no other patron's record is viewed.
- J. No access will be given to any records beyond the scope of the court order, i.e., records not specifically identified in the court order. The designated contact will not volunteer or suggest any additional information beyond that specifically requested in the court order.
- K. The Library Director/designated staff member may communicate with other Library staff if needed to obtain the specified information. The law enforcement official will not discuss the search with any other individuals, staff or non staff.
- L. The Library Director/designated staff member will make a list of all records or evidence viewed, copied or removed from the Library pursuant to the order.
- M. The Library Director/designated staff member will require the requesting officer to sign a statement acknowledging receipt of the information.

## **5. Disclosure of a Court Order**

If a search warrant is issued by a FISA (Foreign Intelligence Surveillance Act) Court it will contain a "gag order." This means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant. No Library staff member will disclose the receipt of the court order or any information about the records sought to anyone, including the patron whose records are the subject of the search, except the Library Director and/or the Library Attorney. Any questions about the incident from the press or any other individuals should be referred to the Library Director.

Reviewed and Approved by the Riverside Public Library Board of Trustees October 12, 2010  
Approved by the Riverside Public Library Board of Trustees December 14, 2010  
Reviewed and Approved by the Riverside Public Library Board of Trustees November 8, 2016  
Revised and Approved by the Riverside Public Library Board of Trustees January 12, 2021  
Revised and Approved by the Riverside Public Library Board of Trustees February 11, 2025



## Request for Confidential Library Information

A. This is a request under the Illinois Library Records Confidentiality Act, 75 ILCS 70/1 (copy attached) for information contained in the Library's registration and circulation records.

B. My request for information is limited to identifying a "suspect, witness, or victim of a crime."

C. As the basis for this request, I represent the following:

1. I am a sworn law enforcement officer.
2. As a result of an emergency where I believe there is imminent danger of physical harm, it is impractical to secure a Court Order for the identification information.

D. The information I request relates to the following (Description of information sought):

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Officer's Acknowledgement

I acknowledge receipt from the Library of the information I requested.

\_\_\_\_\_  
Officer's Printed Name

\_\_\_\_\_  
Officer's Signature

Officer's Badge # \_\_\_\_\_

Officer's Agency/Department \_\_\_\_\_

Time Signed \_\_\_\_\_

Date Signed \_\_\_\_\_

(Library Use Only)

Name(s) of Library Staff assisting with the information requested:

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January was a fun month, with some school's out programs, the addition of a new program, and an In-Service where CYS staff was able to meet and discuss goals for the New Year.

Mandi and Anne finished weeding the main section of our picture books this month. Bridget put together a survey for parents and caregivers about our character book bins. We are actively discussing a reorganization of our parent/teacher collection and our book bins.

### **Highlights**

*Storytimes and Programs for Young Children*—Anne, Bridget and Mandi planned and presented Mini Storytimes this month. The return to the ticketing system for storytimes has been going well, with caregivers admitting that it is nicer to have smaller, more focused groups for storytimes.

We decided to expand our offerings to preschoolers and kindergarteners during after school hours. We have not been seeing preschoolers at our morning programs and now that kindergarten at D96 is full day, they cannot attend morning programs either. In addition to the morning Clay Day program, Fran added an after school Clay Day for this age group. I began an after school Preschool/Kindergarten Storytime that involves stories, movement songs and a craft.

Thank you to Coach Tony of Ninja Squad, who presented a Ninja Storytime.

Mandi worked with Emily and Shelly from the Brookfield Zoo Chicago to plan and present a ZAP! Storytime. Mandi presented stories on animals that live in cold regions, and then Emily and Shelly set up stations where kids could participate on hands on activities linked to animals in the cold regions. We are always happy when we can work with the Brookfield Zoo!

*After School Programs*— Nikki ran a program with a Hot Cocoa paper mug craft. Fran focused on DIY programs this month with a Mini Art Party, a DIY jewelry box program and a DIY Shimmer Lipgloss program.

*School's Out Programs*— Winter Break was wrapping up in the beginning of the month. Mandi planned a Taylor Swift party where kids could dance to Taylor's music, make bracelets and get temporary tattoos. I heard feedback after the event from parents who said their kids loved it.

We also had our first Winter Lock-In. After each summer Lock In, we always end up with people asking us to do a lock-in again, especially those on the waiting list. Nikki suggested a winter break lock-in for this year. We opened up registration to those on the summer waiting list first, and then opened up registration to anyone who had not attended the summer lock-in. It was very well attended. Fran, some teen volunteers and I were there to play hide and seek, put on a movie and monitor the computers, board games and video games for the night.

I also planned and presented a storytime celebrating Martin Luther King Jr. while the kids were off school. This was a great opportunity for families to come together and celebrate his legacy.

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

CHILDREN & YOUTH SERVICES – January 2025 – Nora Durbin

<b>CHILDREN &amp; YOUTH SERVICES STATISTICS – January 2024</b>	
Reference questions asked	<u>186</u>
Informational questions asked	<u>222</u>

Date	Name of Program	Youth 0-5	Youth 6-11	Young Adult	Adult	General Interest
1/3/2025	Little Hands Playtime	12	4		13	
1/3/2025	Taylor Swift Party		17			
1/3/2025	Library Lock-In		14	13		
1/4-1/5	Drop In Craft					14
1/6/2025	9:30 am Mini Storytime	2			2	
1/6/2025	10 am Mini Storytime	6			6	
1/6/2025	D96 Early Learners Storytime 1	8			6	
1/6/2025	D96 Early Learners Storytime 2	30			6	
1/6/2025	D96 Early Learners Storytime 3	5			6	
1/6/2025	D96 Early Learners Storytime 4	30			6	
1/7/2025	RPC Preschool at RPL	27			4	
1/7/2025	Preschool/Kindergarten Storytime	2				
1/8/2025	Hot Cocoa Paper Craft		3		1	
1/8/2025	RB Transitions			10	3	
1/9/2025	Little Hands Playtime	7			6	
1/10/2025	10 am Mini Storytime	2			2	
1/11/2025	Legopalooza		2		2	
1/13/2025	9:30 am Mini Storytime	2			2	
1/13/2025	10 am Mini Storytime	5			5	
1/13/2025	Hollywood CD LADSE Class		6		2	
1/14/2025	Clay Day Afternoons		10		5	
1/14/2025	Building Blocks Storytime	6			2	
1/14/2025	Storytime at RPC 1	10			2	
1/14/2025	Storytime at RPC 2	10			2	
1/14/2025	Storytime at RPC 3	10			2	
1/15/2025	Clay Day Mornings	2			3	
1/15/2025	Mini Art Party			3		
1/16/2025	Little Hands Playtime	5			3	
1/16/2025	Pokemon Meet Up		4			
1/18/2025	Family Playtime	7	3		9	
1/20/2025	MLK Jr. Storytime	7	4		7	
1/21/2025	Little Hands Playtime	2			2	
1/21/2025	Preschool/Kindergarten Storytime	3	3			
1/22/2025	DIY Jewelry Box			6	2	

CHILDREN & YOUTH SERVICES – January 2025 – Nora Durbin

1/23/2025	Ninja Storytime	5			4	
1/23/2025	Little Hands Playtime	7			6	
1/24/2025	9:30 am Mini Storytime	2			2	
1/24/2025	10 am Mini Storytime	8			4	
1/27/2025	9:30 am Mini Storytime	4			4	
1/27/2025	10 am Mini Storytime	7			5	
1/28/2025	Little Hands Playtime	2			2	
1/28/2025	Storytime at RPC 1	10			2	
1/28/2025	Storytime at RPC 2	10			2	
1/28/2025	Storytime at RPC 3	10			2	
1/29/2025	DIY Shimmer Lip Gloss			5	4	
1/30/2025	Little Hands Playtime	8			6	
1/31/2025	ZAP! Storytime with Brookfield Zoo	18	5		13	
1/2-1/31	Blue Board Question					315
Phone Charger Checkout	12					
Board Game Usage	54					
Nintendo Switch Usage	18					
Study Room Usage	32					
After School (18 days)	536					
Interactions with non-English speakers	0					

## **Patron and Computer Services**

January 2025

Sharon Shroyer

### **Patron Services**

January brings with it a flurry of reports and review files to start the New Year. I completed the interlibrary loan survey for the State as well as compiled numbers that were required for Janice to finish IPLAR. I always find a few problems when I run those review files, so I have been cleaning those up this past month.

I have already switched over two of the Roku players to the new hotspot procedure and have the other two on my desk to finish the project in the next few days.

The new NCOA report was just completed by SWAN and we will be reviewing it in the next few days. This gives us information as to which cardholders have moved out of Riverside and who has moved around in Riverside. We delete or update their records accordingly.

The In-Service day on Jan. 17<sup>th</sup> was enjoyable as always. The meeting for each department is always welcome.

### **Computer Services**

Much of our old equipment was picked up and recycled in January. This is a huge help with no cost involved.

The old workhorse of a laser printer at the PS desk has been giving us some trouble lately. It is quite old; it was purchased in 2012, so I am looking for the best replacement options to replace it. Our receipt printers at the desk, which are also quite old, may need to be replaced soon too.

I am starting work on the first new PS desk computer.

# January 2025 Information Services Update

Diane Silva

## **Newsletter and Calendar Style Guidelines**

We are developing a Newsletter and Calendar Style Guide to ensure professionalism and consistency across all departments. By standardizing tone, formatting, and content style, this guide will improve readability of both environments and reduce time spent editing the newsletter to standardize at the back end.

## **Summer Reading Replacement**

For the last few years, we have used ReadSquared's registration and program management tool to support our Summer Reading Program. In years past, Nora and I have spent increasing time navigating its clunky interface while setting up each year. Our program has become increasingly streamlined, but we find that ReadSquared still doesn't work well with our basic structure.

In 2024, IS piloted an Excel/Google Docs based free solution. Patron data was retained in an Excel database to increase privacy control (both by keeping it behind a firewall and by eliminating volunteer access). Tracking progress was managed in a Google Sheet allowing the flexibility of a shared environment with multiple users. The pilot was successful, and free.

In 2025, we are going to cut ties with ReadSquared (saving about \$400). Nora and I met and I'll build a Excel/Google format for CYS that builds in more reporting options.

## **The Spot Changes**

As outlined in the February 2025 Board packet memo, we have been assessing The Spot to identify strengths, address challenges, and refine its offerings. Focused on both staffing capacity and current use, we are determining what is sustainable, which technologies are too complex, how patrons engage with available resources (and why they might not). We are also exploring ways to better package and promote related services for increased visibility. Jordan's dedication to strengthening The Spot is greatly appreciated.

## **Riverside 150 Event**

The Library was host to the kick-off event for Riverside's sesquicentennial, which featured winning poems from our summer 2024 contest. Our staff were instrumental in making this event a success. A big thank you to all staff on shift - Janice, Nora, Lisa, Ashley (and her camera), Cathy, Jordan, Henry, Bridget and Sharon - for helping with everything (moving tables, serving drinks, organizing readers, cleaning up glass, monitoring people wandering around with drinks, taking amazing photos, and more). Our staff is endlessly willing to go the extra mile.

## **Programming**

We kicked off some special 2025 anniversary program with our first of 2 Higgins Glass tours. We will continue this Riverside-centered offering with a 2<sup>nd</sup> Higgins tour and Buckledown Brewery tasting in February.



The SPOT Appointment/3D print -9  
Drop in Tech Help (2 sessions) – 4  
Book Discussion – 8  
Cycling with Ride Illinois – 17  
ILP – Steve Dolinsky – 7  
Chinese Papercutting – 12  
Riverside 150 Kickoff – 82  
Midwest N’Pioneer Train Display – 53  
ILP Michelle Buteau – 4  
Higgins Glass Tour (1) – 17  
Samson & Delilah - 15  
One World Photography - 10

Asahi (4 sessions) – 29  
CRAFT: Paint n’ Sip - 14  
Meditation (2 session) – 10  
Genealogy– 9  
Wordsmith’s Society – 6  
Virtual Yoga (4 sessions) - 4  
Knitting Club (4 sessions) – 10  
**Passive**  
Spice Kits – 60  
Seed Packets Take/Leave –0  
Various Passive – 40  
Board Game Borrowing - 3

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

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

	Jan-25	Jan-24	YTD 2025	YTD 2024
<b>Reference Statistics</b>				
Questions Asked - Adult	755	707	755	707
Questions Asked - Youth Services	408	389	408	389
<b>Internet Usage - Adult</b>				
- CYS	238	247	238	247
<b>Total Usage</b>	<b>435</b>	<b>368</b>	<b>435</b>	<b>368</b>
<b>Holdings</b>				
Adult Titles Added	216	107	216	107
CYS Titles Added	54	96	54	96
<b>Total Titles Added</b>	<b>270</b>	<b>203</b>	<b>270</b>	<b>203</b>
Adult Titles Withdrawn	120	73	120	73
YS Titles Withdrawn	155	0	155	0
<b>Total Titles Withdrawn</b>	<b>275</b>	<b>73</b>	<b>275</b>	<b>73</b>
<b>Total Holdings</b>			<b>63557</b>	<b>63293</b>
<b>Library Programs - Active</b>				
Children 0-5	35	23	35	23
Children 6-11	8	5	8	5
YA 12-18	1	3	1	3
Adults 19+	39	26	39	26
General Interest (Mixed)	5	5	5	5
<b>Totals</b>	<b>88</b>	<b>62</b>	<b>88</b>	<b>62</b>
<b>Library Programs - Active Attendance</b>				
Children 0-5	264	237	264	237
Children 6-11	75	56	75	56
YA 12-18	27	21	27	21
Adults 19+	478	364	478	364
General Interest (Mixed)	425	192	425	192
<b>Totals</b>	<b>1269</b>	<b>870</b>	<b>1269</b>	<b>870</b>
<b>Library Programs - Passive</b>				
Children 0-5	8	2	8	2
Children 6-11	1	0	1	0
YA 12-18	0	0	0	0
Adults 19+	1	2	1	2
General Interest (Mixed)	4	4	4	4
<b>Totals</b>	<b>14</b>	<b>8</b>	<b>14</b>	<b>8</b>
<b>Library Programs - Passive Attendance</b>				
Children 0-5	104	23	104	23
Children 6-11	4	0	4	0
YA 12-18	0	0	0	0
Adults 19+	60	60	60	60
General Interest (Mixed)	372	172	372	172
<b>Totals</b>	<b>540</b>	<b>255</b>	<b>540</b>	<b>255</b>
<b>Community Programs Attendance</b>				
	12	16	12	16
	129	151	129	151

	Jan-25	Jan-24	YTD 2025	YTD 2024
<b>Study Room Use</b>	32	NA	32	NA
<b>New Library Cards Issued</b>	46	54	46	54
<b>Library Attendance</b>	7281	6654	7281	6654
<b>Notary Service</b>	12	16	12	16
Checkouts	5039	5039	5039	5039
Renewals	2941	3417	2941	3417
Checkins	5675	5704	5675	5704
<b>Total Circulation</b>	<b>13655</b>	<b>14160</b>	<b>13655</b>	<b>14160</b>
<b>Interlibrary Loans</b>				
Loaned	1125	1000	1125	1000
Borrowed	1282	1285	1282	1285
<b>Reciprocal Borrowing</b>				
Loaned to Other Library Patrons	583	582	583	582
RPL Patrons Borrowing Elsewhere	1306	1547	1306	1547
<b>Digital Resources</b>				
Hoopla	372	386	372	386
Boundless (Axis360)	158	113	158	113
Libby (Digital Library of Illinois)	2309	1566	2309	1566
<b>Web Site Total Hits</b>	4785	787	4785	787
<b>Wireless Statistics</b>	811	5080	811	5080
<b>Online Databases</b>				
Ancestry.com				
Searches	688	232	688	232
Returns	964	163	964	163
Encyclopaedia Britannica				
Sessions	5	52	5	52
Newsbank				
Searches	0	4	0	4
Consumers Reports				
Sessions	10	2	10	2
Searches	101	27	101	27
<b>Additional Statistics</b>				
Newspaper Archives				
Searches	27	16	27	16
Museum Passes				
Issued	8	3	8	3
Library of Things				
Equipment	57	34	57	34
Kits	9	11	9	11
Spot Collection Use	9	18	9	18

**Library Director's Report**  
**January 2025**  
**Janice Foley**

**Administration**

The beginning of a new year brings several must do filings. Annual Certification through RAILS for the state was completed January 2 and the IPLAR (State annual report) was started and completed. Thanks to better statistic recording methods (thank you Diane), the statistical part of the report goes quick. The completed draft is in this month's packet and needs to be approved by the Board. It will be submitted after the approval. Libraries are mandated to submit within 60 days of the end of the fiscal year.

RBTW planning is in full swing. The Friends donated the money for the glasses, which were ordered and delivered this month. The burgundy print on the glasses is very catchy! I sent out close to fifty sponsorship requests and we have begun receiving donations. I will have a current list at the meeting. Ticket sales began January 27 and within four days had sold almost half of the general admission tickets and all but 2 of the breakout session tickets. With a month to go, I feel cautiously optimistic we will again reach the 300 mark of attendees.

The Village's 150<sup>th</sup> Kick-off event was held on January 15. With the frigid weather conditions, attendees were very happy to have the warmth of the Library for the poetry reading and the reception. Diane has been a 150<sup>th</sup> Commission member and we appreciate all her efforts to help the Village celebrate and to have the Library be an integral part of the celebration. It was a very nice event and I was able to meet several "dignitaries" including State Senator Mike Porfirio. Coincidentally, he was a \$1,000 sponsor for RBTW last year thanks to Cristin Evan's contact with him. I was able to tell him how much we appreciated his donation last year and that we were having the event again this year. He told me to email him and he donated \$1,000 for this year as well! We connected on our SW side of Chicago backgrounds. He was a St. Rita HS grad and I was a Maria HS one; it's a Chicago thing lol!

The Staff In-Service on January 17 was well received by staff! Speaker Regina Townsend did an excellent presentation on customer service/interaction that covered both sides, the patron and the employee. The Q and A after her presentation was productive. Annual Sexual Harassment Training took place with the video by the Illinois Department of Health and Human Services. After lunch the annual White Elephant exchange took place. This is always a fun thing to do. Highlight this year was the Kenny G inspired board game; although I was pleased with the yodeling pickle ornament I picked! The day ended with department meetings with staff to discuss things pertinent to their responsibilities. We had an excellent staff turnout with 21 staff members.

There was an incident involving a patron and our 3D printer which occurred the week of January 20. I know Ken contacted all of the Board to update them on what had transpired.

The most recent update received from Chief Buckley is that there were no criminal charges brought against the patron, but they did tell him that he had a three month no trespass at the Library. The patron is currently a Riverside resident. Chief Buckley said that if he attempts to come into the Library we should call 911. All staff have been given this update and a photo of the patron. Incident reports have been collected from all those involved so we have everything documented should we need to take further action.

Diane, Lisa and I met for more Employee Handbook revisions. We are getting very close to having it ready to submit to the attorney for review.

With the recent episodes of ICE raids, and after ILA, RAILS and ALA published information on library roles and responsibilities, the management team met to discuss and update our Confidentiality of Records/Patriot Act Policy. We have made a few changes to the current policy, including devising a form for reporting any request for confidential information and made sure that the staff are aware of what to do if we have any law enforcement requests. We are a public building and we cannot stop anyone from coming in but we have the right to make sure everything is done legally.

The Staff Holiday Party was held at LaBarra on January 31. A very tasty and fun evening.

### **Outreach**

The Friends of the Library met on January 21. At the meeting, they approved the funding of the new outdoor sign and wrote a check for \$2,500.

The Genealogy Club met on January 28. We are averaging 8 -10 people per meeting, which is really a great turnout. All the members are serious genealogists and we learn so much from each other.

I attended the Chamber of Commerce's Holiday Party on January 16. It was held at LaBarra.

### **Buildings and Grounds**

Routine elevator maintenance took place.

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

Fox Valley completed the sprinkler system annual inspection.

During the In-Service, we were able to have Johnson Carpeting finish the back hallway and behind the Patron Services desk recarpeting.



# Library Board Memorandum

**To:** Board of Trustees  
**From:** Janice Foley, Library Director  
**Date:** 1/27/2025  
**Re:** IPLAR 2025

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All Illinois public libraries are required by statute [75 ILCS 16/30-65] to prepare an annual report (IPLAR) to be submitted to the State Library as a condition of system membership. This report needs to be submitted to the State within 60 days of budget year ending.

Attached is our 2025 report which reports on 2024. If you have any questions or notice any errors, please let me know on or before the February 12 meeting. This document is submitted electronically but needs to be approved by the Board.

**IPLAR**

**IDENTIFICATION (1.1 - 1.31)**

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

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

**Library Director's Information**

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

1.14 Name	Janice Foley
1.15 Title	Library Director
1.16 Library Director's E-mail	janicefoley@riversidelibrary.org

**Library Information**

Please provide the requested information about the library type.

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

**Contract for Services**

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

Number of contracting libraries:



Legal name of library you contract with:

**Administrative Information**

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

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

**Federal Public Library Criteria**

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

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

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

**SERVICE OUTLETS (2.1 - 2.16)**

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

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

**Service Outlet Name**

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

**ISL Control Number**

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

**Street Address**

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